

SCHEDULE 1
ADMINISTRATIVE RECORDS

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ACKNOWLEDGMENT AND TRANSMITTAL CORRESPONDENCE (Item 1-1)

These correspondence files document the acknowledgment of the receipt or the transmittal of the requested information (e.g., publications). It includes the acknowledgment and transmittal of inquiries and requests that have been referred elsewhere for reply. The files include copies of the initial request of acknowledgment and transmittal.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

AGENDA (Item 1-2)

These are copies of notices of regular and special meetings of school district committees and task forces. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

Retain for 2 years if not attached to minutes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

DENIED REQUESTS INTERNET LOG FILES (Item 1-35)

These logs identify Internet sites that computer users from local school districts have tried to access and which have been denied because of site content. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

Retain for 30 days and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: personal identification information
 including IP address

(Approved 10/02)

DIRECTORIES (Item 1-3)

These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

RETENTION

Record copy: Permanent. May be transferred to the
 State Archives.

Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: home address and telephone number (UCA
 63-2-302(1)(f))

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

DOCUMENT LOG (Item 1-4)
This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

EQUIPMENT STANDARDS GUIDE (Item 1-5)
These are standards developed by the district for equipment purchases. They are used to ensure the most efficient expenditure of district funds. The standards are normally organized by subject and include an item-by-item description, estimated or guaranteed price, and quantity allowed.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

EXECUTIVE CORRESPONDENCE (Item 1-6)
This is official decision-making correspondence. It documents how the district is organized and how it functions, its pattern of action, its policies, procedures and achievements. This information is not duplicated elsewhere.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

FEASIBILITY STUDIES (Item 1-7)
These are studies conducted before the installation of any technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION
Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Protected: UCA 63-2-304 (21) and UCA 63-2-304 (10)
(1995)

(Approved 12/96)

FINDING AIDS (Item 1-8)
These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION
Retain until records to which they pertain are destroyed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS (Item 1-9)

These request forms document individuals seeking access to school district records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) SCHOOL DISTRICT APPEALS CA (Item 1-10)

These case files document the appeals for access of school district records to separate district appeals bodies (i.e., school board or separate board) in accordance with school district policies adopted under authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63-3-701 (1995)). These case files include copies of the access request and denial forms, the appeal, research notes, commission or board decision, and any other documentation concerning the appeal process.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE (Item 1-11)
APPEALS CASE FILES

These case files document appeals for access of school district records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63-2-701(1)(c); 63-2-403 (1995)). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

HOUSEKEEPING RECORDS (Item 1-12)

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

INTERNAL COMMITTEE RECORDS (Item 1-13)

These records document actions of internal staff committees handling problems within the district. These committees do not make district-wide policy. These records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION

Retain for 2 years or until administrative need ends whichever is earlier and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

INTERNET ACCESS LOGS (Item 1-36)

These logs identify Internet sites that computer users from local school districts have tried to access, including both those approved and denied. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (200 indicates an accepted site and 403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

Retain for 7 days and destroy, provided logs of denied sites are transferred to record series, Denied requests internet log files.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/02)

SCHEDULE 1
ADMINISTRATIVE RECORDS

MAILING LISTS (Item 1-14)

These are lists of names and addresses used for various school district mailings (billings and other administrative purposes).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302 (2)(d) (1995)

(Approved 12/96)

MINUTES (Item 1-15)

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

NOTARY BOND FILES (Item 1-16)

These files document school district employees providing notary public services. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

Retain for 1 year after expiration or renewal of bond and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

ORGANIZATIONAL FILES (Item 1-17)

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the school district. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PENDING FILES (Item 1-18)

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION

Retain until reply received or action taken and then incorporate with official files.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

PERFORMANCE AUDITS (Item 1-19)

These are reports written and prepared as a result of a performance audit of the school district, individual school, or specific program. These studies are frequently contracted with private consultants. They contain summary documentation on agencies programs, operations and productivity.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

POLICIES AND PROCEDURE MANUALS (Item 1-20)

These manuals document policies and procedures adopted by the district, department, or school. They establish rules, guidelines, and processes for conducting operations within the district. They include the actual policies and procedures, approval date, organizational charts, and approval signature of school board and/or superintendent.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304 (10) and UCA 63-2-304 (11)
(1995)

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

POLICY AND PROCEDURE CASE FILES (Item 1-21)

These files contain records related to the issuance of policies and procedures and document their formulation. Includes narrative or statistical reports and studies regarding district or office operations, and related correspondence.

RETENTION

Retain for 2 years after being superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PRESS RELEASE FILES (Item 1-22)

These files contain a copy of each officially prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain for 1 month or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PROJECT CONTROL FILES (Item 1-23)

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION

Retain for 2 years after project closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

PUBLICATIONS (Item 1-24)

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION

Record copy: Permanent. A copy should be transferred to the State Archives.
Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

READING OR CHRONOLOGICAL FILES (Item 1-25)

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION

Retain for 1 year or until administrative need ends whichever is sooner and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
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RECORDS TRANSFER SHEETS (Item 1-26)

These are the listings of school district records transferred to the State or school district records centers. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION

Retain for 5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

ROUTINE CONTROL RECORDS (Item 1-27)

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION

Retain until no longer needed for operational purposes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

SCHOOL DISTRICT HISTORIES (Item 1-28)

These are published or unpublished histories of the district and/or individual school, written by or financed from school district. They may include title, author, date written, and the historical narrative.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SYSTEM STUDIES AND REPORTS (Item 1-29)

These are various reports and studies undertaken by or for school districts. They include program analyses, project studies, and final reports.

RETENTION

Retain for 4 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

TECHNICAL REFERENCE FILES (Item 1-30)

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION

Retain until annual review and destroy materials no longer needed for reference.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

TELEPHONE MESSAGE REGISTERS (Item 1-31)

These registers compile all the daily telephone messages taken by a school district office. They also include logs and similar records.

RETENTION

Retain for 6 months and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

TELEPHONE MESSAGES (Item 1-32)

These are the actual incoming telephone messages received by the school district. They normally include date, time, names of person receiving and leaving message, and action request (e.g., return call, etc).

RETENTION

Retain for 1 week and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

UNSUCCESSFUL GRANT APPLICATIONS (Item 1-33)

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal. (Successful grants are filed individually by grant program, see index for specific grants).

RETENTION

Retain for 3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

WORKING PAPERS (Item 1-34)

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION

Retain for 5 years after project completion and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

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BOND ISSUE FILES (Item 2-1)

These files document the implementation of significant school district bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of school district indebtedness.

RETENTION

Retain for 10 years after expiration of bond and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-2)

These are certificates sent to the school district by the paying agent which track pay and destruction of bond coupons.

RETENTION

Retain for 3 years after expiration of bonds and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

BOND REDEMPTION REGISTERS (Item 2-3)

These are registers used to record the redemption of coupons for school districts. Most districts do not create these registers.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

BOND REGISTRATION FILES (Item 2-4)
These are the issuing agent's copies of bond registration stubs.

RETENTION
Retain for 3 years after expiration of bonds and then
destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

BONDS, NOTES AND COUPONS PAID FILES (Item 2-5)
These are the actual bonds and coupons redeemed throughout the
lifetime of the bond. Many school districts no longer receive
copies.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

GENERAL OBLIGATION BONDS (Item 2-6)
These issued bonds may be payable from any financial resources of
the school district. They constitute a full general obligation of
the school district for the prompt and punctual payment of
principal and interest. The revenue derived from the sale of
bonds shall be applied only to the purpose specified in the order
of the school board (UCA 17-17-1 (1995)).

RETENTION
Retain for 3 years after being paid or cancelled and then
destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

TAX ANTICIPATION NOTES

(Item 2-7)

These notes document the borrowing of money by local school boards in anticipation "of the collection of taxes or other revenue of the school district as long as it complies with the Utah Municipal Bond Act" (UCA 53A-18-101 (1995)).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

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BUDGET RECORDS

ADOPTED ANNUAL BUDGET

(Item 3-1)

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (UCA 53A-19-102 (1995)). According to UCA 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

BUDGET APPORTIONMENT RECORDS

(Item 3-2)

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION

Retain for 5 years after close of the fiscal year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

BUDGET BACKGROUND RECORDS (Item 3-3)
These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Private: UCA 63-2-302(1)(f) (1995)

(Approved 12/96)

BUDGET INFORMATION FILES (Item 3-4)
These files document the adoption of the district's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting the budget.

RETENTION
Retain for 1 year after budget has been adopted and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

BUDGET WORKING FILES (Item 3-5)

These files contain working papers used to assist in the preparation of district's budgets and to justify budget requests presented to the school board. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION

Retain for 1 year after the close of the calendar year covered by the budget and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1995)

(Approved 12/96)

MONTHLY BUDGET REPORTS (Item 3-6)

This monthly budget report is prepared by the business administrator for the school board in accordance with UCA 53A-19-108 (1995). The report includes amounts of all budget appropriations, disbursements from the appropriation, and percentage of disbursement, and reporting date. The report usually becomes part of the School Board Minutes.

RETENTION

Record copy: Retain for 1 year after publication of annual report and destroy, if not apart of School Board Minutes.

Duplicate copies: Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

TAX RATE SUMMARY SHEETS (Item 3-7)
These report forms are submitted to the county auditor reporting on desired tax levies for property taxes. They include proposed tax rate worksheet, tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

UNIFORM SCHOOL BUDGET REPORT (F-16) (Item 3-8)
This is the district's annual budget report submitted to the State Office of Education. It is used to create the annual budget on funding levels and expenditures for education in Utah. It includes a summary statement of revenues, expenditures, and changes in unappropriated fund balances, unrestricted grants-in-aid, minimum school programs, uniform school district budget reports broken down by expenditures, revenues, funds, and sources, as well as information concerning property tax.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 4
FIXED ASSET RECORDS

SCHEDULE 4
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORTS (Item 4-1)
These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION
Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

DISPOSITION RECORDS (Item 4-2)
These are either forms or records completed by school districts when district property is disposed of either by public auction, competitive bidding, trade, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, value and approval signature.

RETENTION
Retain for 3 years after disposition of property and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

EQUIPMENT INVENTORIES FILES (Item 4-3)
These files contain the annual inventory of school district equipment, supplies and other items owned or administered by the school district.

RETENTION
Retain for 1 year after being reconciled with subsequent inventory and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 4
FIXED ASSET RECORDS

FIXED ASSET LISTS (Item 4-4)

These are listings of all district property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, vendor name, and depreciation.

RETENTION

Retain for 3 years after updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SURPLUS PROPERTY CASE FILES (Item 4-5)

These files document the sale of surplus school district property. They include invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION

Retain for 3 years after final payment and destroy. NOTE: Federal surplus property may have separate requirements (See specific grants).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)
These records are used to pay school district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION
Retain for 4 years (UCA 70A-2-725 (1995)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

ACCOUNTS RECEIVABLE (Item 5-2)
These records consist of copies of accounts receivables prepared by school districts to collect amounts owed by vendors, organizations, and citizens having accounts with school district agencies.

RETENTION
Retain for 4 years (UCA 70A-2-725 (1995)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

ANNUAL FINANCIAL REPORTS (Item 5-3)
These are statistical reports on the financial affairs of the entire school district or a specific department. These reports usually include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ANNUAL FINANCIAL REPORT (F-4) (Item 5-34)

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (1995). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

AUDIT REPORTS (Item 5-4)

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 51-2-3(3) (1995).

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

BANK DEPOSIT (PASS) BOOKS (Item 5-5)
These books record school district savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

BANK STATEMENTS (Item 5-6)
These are monthly statements showing the amount of money on deposit to the credit of the school district showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

CANCELLED CHECKS (Item 5-30)
The actual checks cut from a warrant request. Checks are drawn upon a bank ordering payment of the stated sums from accounts previously deposited upon which satisfaction has been made.

RETENTION
Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

CHECK COPY RECORDS (Item 5-7)

These are carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

CHECK REGISTERS (Item 5-31)

These registers are numerical listings of check numbers of all checks issued by school district. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

CHECKBOOK STUBS (Item 5-9)

These are multi-columnar records with chronological check entries. They usually include check numbers, to whom check written, and amounts of debits or deposits per account.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

DAILY CASH REPORTS (Item 5-10)
These reports provide a daily records of cash balances, receipts, and disbursements.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

DEPOSIT SLIPS (Item 5-11)
These are bank cashiers' slips showing the amount and date of deposit of monies into school district accounts.

RETENTION
Retain for 3 years ; 4 years if attached to bank statement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 09/92)

GENERAL JOURNAL ENTRY REPORT (Item 5-13)
This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

GENERAL LEDGERS (Item 5-14)

These are summaries showing receipts and disbursements of each department or school. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

INTERDEPARTMENTAL BILLINGS (Item 5-15)

These are accounting documents that request the transfer of funds between departments and schools for services rendered or materials purchased.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

INVESTMENT REGISTERS (Item 5-18)

These are registers of all investments made by the school district. A worksheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the school district.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

LOST CHECKS (Item 5-29)
This is legal documentation explaining and justifying a lost warrant.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Private: UCA 63-2-302(1)(f) (1996)

(Approved 12/96)

PAY VOUCHER (Item 5-32)
These are requests from district offices and schools to pay vendors.

RETENTION
Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

RECEIPT REGISTER REPORT (Item 5-20)
This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

RECEIPTS

(Item 5-19)

These are receipts issued for money received into school district accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

REFUND REQUEST

(Item 5-21)

This is a form signed by the customer which requests a refund of monies paid to the district.

RETENTION

Retain for 3 years ; 4 years, if attached to check copy and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SUBSIDIARY LEDGERS AND JOURNALS

(Item 5-22)

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

TRANSACTION SUMMARY REPORT (Item 5-24)

This monthly computer report lists all the district's financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

TRAVEL-PRIVATE VEHICLE USAGE RECORDS (Item 5-26)

These are authorization forms for district officials and employees to use a private vehicle for school district business when it is the most economical method of travel.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996)

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

TRAVEL/PASSENGER REIMBURSEMENT RECORDS (Item 5-25)

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, or others authorized to travel.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996)

(Approved 12/96)

UNCLAIMED CHECKS (Item 5-27)

These are unclaimed checks covering disbursements for school district expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION

Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1996)

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

VOID CHECK REGISTER (Item 5-28)

This is a monthly computer report of voided accounts payable checks. It is used for verification purposes. The report includes vendor number, check number, date, name, regular hours, regular amount, overtime hours, overpayment, location code, and gross pay.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

SCHEDULE 6
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 6-1)

These are reports and statistics with supporting and related records which document payroll operations and administration. They include reports and data used for workload and personnel management purposes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 6-2)

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

DEDUCTION ANNUITY AUTHORIZATION FILE (Item 6-3)
These employee completed forms authorize payroll deductions for tax shelters. They include an employee signed request to have tax sheltered annuity withheld for various 403B and 401K companies.

RETENTION
Retain for 2 years after retirement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 12/96)

DEDUCTION AUTHORIZATION FILES (Item 6-4)
These employee completed forms authorize payroll deductions for various voluntary (nontax savings) deductions such as credit union payments or savings plans, life insurance, association dues, etc. They are used to provide proof to auditors that employee approved deductions. They includes signed authorizations.

RETENTION
Retain for 5 years after employee changes or rescinds authorization and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 6-5)

These registers record by department code amounts deducted from employees payroll checks. They are used for reference of retirement and other miscellaneous deductions.

RETENTION

Retain for 3 years ; 3 years after retirement, if used for referencing retirement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

DISTRIBUTION REPORTS (Item 6-6)

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: social security numbers

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

EMPLOYEE EARNINGS HISTORY FILES

(Item 6-7)

These files are an accumulative salary history for individual school district employees. They contain the name and address of employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year to date, net pay, and check number. While these files are considered to be the most important payroll record for retirement purposes, they do not exist in many school districts and other records are then used.

RETENTION

Retain until separation of employee and then place in Personnel file.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

FIVE YEAR LEAVE DATA SHEET

(Item 6-8)

This is a five year-record of all leave taken by district employees. It includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

RETENTION

Retain for 5 years or until employment separation and then file in personnel file.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

GARNISHMENT RECORDS (Item 6-9)

These are records of garnishments or levies for debts owed by employees and attached to employees earnings.

RETENTION

Retain for 3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-3-301 (1)(b) (1996)

(Approved 12/96)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 6-10)

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

INDIVIDUAL AUTHORIZED ALLOTMENT FILES (Item 6-11)
These files contain forms for individual employees exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION

Retain for 4 years after being superseded or separation of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

INSURANCE DEDUCTION FILES (Item 6-12)
These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION

Retain for 3 years after separation of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

LEAVE ADJUSTMENT RECORD (Item 6-13)
These are reports of all leave adjustments made during a pay period. This report includes category of adjustments, the amount, social security number, and name.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

LEAVE APPLICATION FILES (Item 6-14)

These are applications for leave and supporting papers relating to request for, and the approval of taking leave time (vacation, sick, etc.).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

LEAVE DATA FILES (Item 6-15)

These files contain records of compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1996)

(Approved 12/96)

MONTHLY PAYROLL DEDUCTION BILLINGS (Item 6-16)

These billings are deduction letters from insurance companies. They are attached to the payroll listing employees enrolled in optional deductions for specialized insurance and serve as an insurance billing. They include billings and deduction sheet.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

PAYROLL REGISTER

(Item 6-18)

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION

Retain for 7 years if agency has employee earnings history files and then destroy. Retain for 65 years, if agency does not have employee history files and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (2002)

(Approved 03/03)

PAYROLL ABSENCE SUMMARY REPORT

(Item 6-17)

This monthly summary report authorizes payments for leave taken by contracted professional and classified personnel. It includes school, period covered, days absent, number of days, name of absent employee, reason for absence, name of substitute, signature and title.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: reasons for absence

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

PAYROLL VOUCHER

(Item 6-19)

This report form is submitted monthly by contracted and noncontracted employees authorizing payments for services rendered over and above their regular contract.(e.g., extended career ladder days, substitute pay, supervision of facilities, adult education classes taught). It includes social security number, employee name and address, date, budget number, and a listing of days and hours, services rendered where and for whom, pay rate per day/hour, amount due, approval signatures of principal and supervisor/director, and signature of claimant certifying amounts are accurate.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1996)

(Approved 12/96)

PERSONNEL ACTION RECORDS

(Item 6-20)

These forms are used to make corrections to payroll. They include date, name, school, address, telephone number, social security number, and sections for adding applicable information on new employees, any salary adjustment, and terminating employee.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: social security number

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

RETIREMENT FILES (Item 6-21)

These are reports and register control documents relating to an employee's retirement.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301 (1)(b) (1995)

(Approved 12/96)

RETIREMENT REPORTS (Item 6-22)

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

TAXABLE WAGE EARNING REPORTS (Item 6-23)

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

TIME SHEETS (Item 6-24)

These are records which verify hours worked (regular and overtime), leave earned (vacation, sick, emergency, conference/professional) and taken by school district employees.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-3-302 (1)(e) (1995)

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

WAGE SURVEY FILES

(Item 6-25)

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/96)

SCHEDULE 7
PURCHASING RECORDS

SCHEDULE 7
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 7-1)

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION

Retain for 6 years after expiration of contract (UCA 78-12-23(2) (1995) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

INVENTORY RECORDS (Item 7-2)

These cards are used to maintain an inventory of supplies and equipment previously purchased by the district and their suppliers. The cards include item number, item description, names of suppliers, stock on hand, and ordering information. The cards will soon become obsolete once the automation of the file has been completed. The automated file is programmed to automatically erase obsolete information from the files once they have become full.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

INVOICES

(Item 7-3)

These records document the procurement of goods and services for the school district. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

LEASING CONTRACT FILES

(Item 7-4)

These records document building or equipment leasing contracts between the school district and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

RETENTION

Retain for 4 years after contract expires (UCA 70A-2a-506 (1995)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

PRICE QUOTATION FILES

(Item 7-5)

These records relate to the bid process for obtaining goods or services. Price quotations are given by venders and other companies estimating the cost of their services to the school district. The records include quote forms, correspondence, purchase orders and other items of information.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

PRIOR PAYMENT REPORT

(Item 7-6)

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

PURCHASE ORDER (Item 7-7)

These are forms authorizing the order to purchase supplies or equipment by the school district. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

PURCHASE REQUISITION FILES (Item 7-8)

These files contain requisitions for supplies and equipment from current inventory.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

REAL ESTATE ACQUISITION FILES (Item 7-9)
These records document the purchase of real property by the school district. They include the contract and related correspondence.

RETENTION
Retain for 7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Protected: UCA 63-2-304(7) records prepared in contemplation of sale, exchange, lease, rental

(Approved 08/96)

RECEIVING SLIPS (Item 7-10)
These are completed forms indicating that ordered items have been received. These slips include date, name of supplier, order number, quantity, and a description of the items ordered and received.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

REQUESTS FOR PROPOSALS (Item 7-11)

These are proposals submitted by private vendors in response to bid requests by the school district. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION

Retain for 2 years after decision and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

REQUISITIONS (Item 7-12)

These are accounting requests from school or department for goods purchased or services rendered.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SERVICE AGREEMENT RECORDS (Item 7-13)

These records document the professional service agreements between any school district agency and professional individuals or between agencies for temporary services. They include the service agreement and other related records.

RETENTION

Retain for 4 years after last payment (UCA 78-12-25(1) (1995) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

SUCCESSFUL BID PROPOSALS FILES (Item 7-14)
These files contain formal proposals submitted in response to the bidding process to provide products or services to a school district agency by a private vendor which was awarded the school district contract.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 08/96)

TAX EXEMPTION RECORDS (Item 7-15)
These records document the school district's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION
Retain for 3 years after period covered by related account and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 08/96)

UNOPENED BIDS PROPOSAL FILES (Item 7-16)
These are solicited and unsolicited bids and proposals to provide products or services which, due to funding or administrative reevaluation, are no longer required by the school district agency or will not be opened to the bidding process.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 7-17)

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

VENDOR LIST (Item 7-18)

This is a list of vendors providing goods and services to the school district. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

VOUCHERS (Item 7-19)

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 8
RISK MANAGEMENT

SCHEDULE 8
RISK MANAGEMENT

DISASTER PLANNING FILES

(Item 8-1)

These files are used to prepare district-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

RETENTION

Retain for 5 years after being superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304 (10) (1995)

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

GENERAL LIABILITY ACCIDENT REPORT

(Item 8-2)

This is a report form completed and sent to the district's insurance carrier on accident's where a student or patron was seen or treated by a medical provider (or absent for more than one-half day) or where school liability is an issue. This report includes policyholder name, address, and telephone number; accident's date, time, location, first notification, and name of person making notification; description of accident or occurrence; injured person's name, marital status, age, address, telephone number(s); nature and extent of injuries; name of doctor or hospital; probable cause of accident or occurrence; property damage; names, addresses, and telephone numbers of witnesses; name, position, and telephone number of person completing form; name of person reporting incident; name of person receiving report; date; signature of person completing report; and any remarks.

RETENTION

Retain for 5 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: medical information, home address and
 telephone numbers,

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

HEALTH AND ACCIDENT INSURANCE RECORD (Item 8-3)
These are application forms completed by district employees enrolling into health and accident insurance. The original is sent to the insurer. Includes district name; specific job title; date of employment; policy number; employee name, social security number, address, birthdate, telephone number(s); beneficiary and contingent beneficiary and relationships; information on other insurance and employment; information of coverage requested; optional waiver of group insurance; listing of family members to be covered containing name, sex, birthdates, physicians names and addresses; employee's signature authorizing deductions for insurance; date; effective date and approval signature.

RETENTION
Retain until insurer changed or employee separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 06/97)

INSURANCE POLICY FILES (Item 8-4)
These are insurance policy contracts between the district and private insurers.

RETENTION
Retain for 18 years after expiration of policy and settlement of all claims and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

INSURANCE REPORTS (Item 8-5)
These reports are used for the reference and generation of claims which neither required an investigation nor resulted in litigation.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 06/97)

LIABILITY RISK MANAGEMENT CASE FILES (Item 8-6)
These case files document the reporting, investigation, and settlement of liability claims filed against the district.

RETENTION
Retain for 10 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Protected: UCA 63-2-304 (23) (1995)

(Approved 06/97)

MEDICAL AND DENTAL INSURANCE CLAIM FILES (Item 8-7)
These files contain medical and dental claims for school district employees. They are used to track claims and for cost analysis of insurance programs.

RETENTION
Retain for 3 years after all claims settled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

SUGGESTED SECONDARY CLASSIFICATION
Private: UCA 63-2-302 (1)(a) (1995)

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

SAFETY SELF-INSPECTION REPORTS

(Item 8-8)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of State Risk Management. There are three separate required survey forms including the general survey, cafeteria/kitchen survey, and playground survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms includes district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

RETENTION

Retain for 1 year or until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

STUDENT INJURY REPORT

(Item 8-9)

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; action taken by school and parent; nature of injury; area affected; contributing factors; period; surface; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature. The state's copy is retained for five years.

RETENTION

Retain for 18 years or until 2 years after resolution of any claim or litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

WORKER'S COMPENSATION EMPLOYEE'S FIRST INJURY REPORT (Item 8-10)

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the Commission to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. The report is completed for cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within (7) days of the occurrence. The Commission maintains their copy for seven years.

RETENTION

Retain for 3 years or until final report filed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

ANNUAL PUBLIC SCHOOL ENROLLMENT REPORT (Item 9-1)
This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 06/97)

ANNUAL STATISTICAL REPORT (S-3) (Item 9-2)
This is an annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels. It is used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, fee waivers, drivers' education, youth-in-custody, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees and summer school certified personnel. . The third part reports on all adult basic education and adult high school programs.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

BLOCK HISTORY MONTHLY REPORTS (Item 9-3)
These monthly reports provide geographic projections on student enrollment. They are printed as needed and are used for future planning. The reports contain the number of people living on each block (or grid) within city or county and the number of school age per block (or grid).

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 06/97)

FAMILY HISTORY CARDS (CENSUS CARDS) (Item 9-4)
These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during the 1950s, 1960s, and 1970s and were used as an official accounting of children living within the school district boundaries for planning purposes. These time-consuming surveys were discontinued during the 1980s. The cards include date, parents' names and address, children's names, gender, and ages.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

PUBLIC LAW 874 SURVEY FORMS

(Item 9-5)

These records document the annual survey taken to qualify for federal impact funds in accordance with 34 CFR 222 (1996). Public Law 874 provides federal funding for eligible school districts with students whose parent(s) or guardian(s) live or work on federal property. Only districts where children equal at least 2,000 average daily attendance (ADA) and 15 percent of the district's total average daily attendance may receive payments. The following report forms are submitted to the district's business administrator: a survey form, a school survey summary, and a statistical report form. The survey form is completed and signed by the parent or guardian and certifies whether parent was a member of the armed services on the survey date or was employed on federal property. The school survey summary is a summary of federal employment and lists the number of parents or guardians employed at a specific federal installation. The statistical report form summarizes the total school membership by grade level on the survey date as well as the number of pupils present and number of pupils absent on that date. All forms are completed in detail, dated, and signed by the school principal.

RETENTION

Retain for 3 years after the last payment for a fiscal year or until resolution of any questioned audit and any necessary adjustments to payment have been made (34 CFR 222.10 (1996)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

STUDENT DROPOUT ANNUAL REPORT

(Item 9-6)

This report was required by the State Office of Education to create their annual report. In 1996, it was discontinued and the information was incorporated into the fall enrollment report. The report is used to give basic information and statistics on those who dropped out of school during the course of the school year. The information about the students includes name, address, phone number, race, sex, and grade.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: address, telephone number, race and sex

(Approved 06/97)

SCHEDULE 10
CURRICULUM/INSTRUCTION RECORDS

SCHEDULE 10
CURRICULUM/INSTRUCTION RECORDS

CAREER LADDER REPORTS (Item 10-1)

These reports are completed twice a year by each district. Plans for Career Ladder program and funds are reported and approved by the State Board in the summer and fall and end-of-year reports made in June. The databases compiled from these reports record district comparisons of program components and funding of components on both district plans and end of year reports.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

CURRICULUM ENROLLMENT (Item 10-2)

This is an annual report submitted by districts to the State Office of Education describing to the quarter hours of college credit taught to high school students for concurrent high school and college credit on both the high school and college campuses. It is used to administer the program and to generate district funding. The report includes district, school student, class and credit information.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHEDULE 11
FACILITIES RECORDS

SCHEDULE 11
FACILITIES RECORDS

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY RECORDS (Item 11-1)

These records document compliance to the Americans with Disabilities Act (ADA). They include surveys of schools and other district buildings to determine accessibility to the physically handicapped, copies of federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 11-2)

These are the final plans and specifications for approved and constructed district buildings.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

ASBESTOS MANAGEMENT PLAN

(Item 11-3)

This management plan is required by 40 CFR 763.93 (1992) to be developed for each school on or before October 12, 1988. The plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building and whether they contain friable and nonfriable Asbestos Building Material (ACBM), friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1992)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibilities have been or will be met (40 CFR 763.93(1) (1992)). Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1992)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1992)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1992)). The surveillance reports include district name, school name, building, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

RETENTION

Retain until school vacated or closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: 40 CFR 763.93(12)(g)(3) (1992).

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

CHANGE ORDER RECORDS (Item 11-16)

These records document changes made during the construction which require increased expenditures. They are also used for budgeting purposes. They include purchase orders, copies of bills, applications of certificate for payment, copies of work orders, construction budget report, detailed statements, and weekly time sheets.

RETENTION

Retain for 6 years after construction completed and destroy (UCA 78-12-25.5(2) (1996)).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CONSTRUCTION CASE FILES (Item 11-12)

These case files document the construction of new district buildings and addition to existing structures. They include architect's field reports; performance bonds; construction charges; insurance certificates; observation reports; various inspections (fire marshal's, construction inspection; district inspections); completion certificates; correspondence with property owner(s), architect, and contractors; certificates of completion; and other related correspondence.

RETENTION

Retain for 6 years after completion of construction and then destroy (UCA 78-12-25.5(2) (1996)).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

CONSTRUCTION LEGAL FILES (Item 11-17)

These construction records document agreements between the school district, architects, contractors and subcontractors. They include original agreements and contracts, certificates of insurance, and performance bonds.

RETENTION

Retain for 6 years after expiration of contracts and destroy (UCA 78-12-23 (1996)).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CONSTRUCTION PAYABLE FILES (Item 11-15)

These files contain all payments made for the construction of district buildings. They are used to track all construction expenditures and for budgeting purposes. They include purchase orders, invoices, copies of bills, applications of certificate for payment, copies of work order, construction budget report detailed statements, and weekly time sheets.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

INDIAN STUDENT LIST (Item 11-18)

This is a list of Native Americans enrolled in school district. It is required by Title 9. It includes student name, guardian address, grade, section, township, range, and parent's/guardians/ names.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

OPERATION MANUALS (Item 11-11)

These are manuals on the operation of all equipment within district (e.g., heating and cooling systems). They are used to properly maintain and repair district equipment. They include model numbers; serial numbers; manufacturer's name, address, and telephone number; maintenance instructions; parts listings; and schismatics.

RETENTION

Retain until superseded or equipment replacement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

PRECONSTRUCTION CASE FILES (Item 11-10)

These case files document all aspects of the planning process for the construction of school and district buildings. They include advertisement for bids, requests for proposals (RFPs), subcontractor and contractor bid tabulations, bid bonds, architects and contractors agreements, specifications, memoranda, soils and foundation reports, preliminary drawings, accepted bid proposals, cost estimates, copies of insurance policies, operational procedures, guidelines and requirements for submitting proposals, construction change orders, copies of meeting minutes and agenda, design data, and related correspondence.

RETENTION

Retain for 3 years after completion of construction and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

REAL PROPERTY FILES

(Item 11-8)

These are reference files on all property owned by the district. They are used to reference information on individual school and other school property. They include deeds, photographs, correspondence, memoranda, contracts and other items of information concerning school property. The series also includes information on closed schools.

RETENTION

Permanent. May be transferred to the State Archives after property is sold.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

RENTAL AGREEMENTS

(Item 11-9)

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for use of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

RENTAL AND FACILITY SUPERVISION REPORT (Item 11-4)

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes. The report includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SHOP DRAWINGS (Item 11-13)

These are the working architectural drawings used during construction. They document changes during construction. They include blueprints and specifications, notes, and shop drawing logs.

RETENTION

Retain until completion of construction and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SPACE UTILIZATION REPORTS (Item 11-5)

These are annual reports on the amount of floor space in school district buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

TESTING RECORDS (Item 11-14)

These records document on-going test undertaken during construction. The tests are used to determine whether construction materials meet specifications and to identify any problems with soils at the construction site. They include compression results for concrete and asphalt and soil tests.

RETENTION

Retain for 2 years after construction completion and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

WORK ORDER LOG (Item 11-6)

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

WORK ORDERS

(Item 11-7)

These forms are used to request maintenance and repair of district equipment or buildings. They include work order number, date, school or district office, type of repair (building or equipment), principal's or director's approval, account number, repair problem, and information on completion of repairs (parts, labor, person making repairs, and date).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

SCHEDULE 12
FOOD SERVICE RECORDS

ANNUAL SCHOOL LUNCH AND BREAKFAST STATISTICAL REPORT (Item 12-1)

This is the annual statistical report on the school lunch, special milk, and breakfast programs submitted to the State Child Nutrition Section. It is used to create the state annual report and to comply with federal requirements. Includes district number; period covered; number of institutions in lunch and breakfast programs; average number of days lunch served; variations in number of days schools served lunch; reduced price charged to students for lunch; total number of reimbursable student lunches claimed (free, reduced, paid); average number of days breakfasts served; variations in number of days schools served breakfast; reduced price charge to student for breakfast; total number of reimbursable student breakfasts claimed for regular and severe need (free, reduced, paid); title and the reporter's signature. The Schedule A form is submitted with the annual policy indicating each school's percent of free and reduced price lunch participation in the second preceding year. If the school served at least forty percent free and reduced meals then that school qualifies for severe need breakfast reimbursement. Qualifying schools are entitled to additional breakfast program disbursement federal funding. Summer programs qualify if the percentage of free and reduced lunches are at least fifty percent of lunches served. The State Child Nutrition's copy is retained for "3 years after final status report is filed with the U.S. Department of Agriculture" in accordance with 7 CFR 210.23 (1995).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

DEPARTMENT OF AGRICULTURE FOOD USAGE AND INVENTORY REPORT (Item 12-2)

This is a report submitted in June and December to the Child Nutrition Section, Utah State Office of Education. The report is used to verify usage of U.S. Department of Agriculture (USDA) food indicating what and how fast it is being used. This report includes program, report closing date, USDA food received, units on hand, transfers out of the School Food Authority (SFA), total available for use, amount used, adjustment, and new inventory. The state maintains their copy for 3 years after close of fiscal year to which records pertain and then destroy.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

FREE AND REDUCED MEALS ANNUAL POLICY AGREEMENT (Item 12-4)

This agreement policy is a legal contract between the state and local districts participating in the Child Nutrition Programs. After 1997 a permanent agreement would be initially made, followed by an annual extension document updating current signatures and information. It includes the prototype free and reduced price policy, changes, and current benefit application. Copies of the free and reduced price meal policies must also be maintained at each school. The state's copy is maintained for 3 years after formal status report is filed with U.S. Department of Agriculture in accordance with 7 CFR 210.23(c) (1995).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

FREE AND REDUCED MEALS APPLICATIONS

(Item 12-3)

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district which identifies the approved meal type (free/reduced) and is signed and dated by the approving official. These forms may either be maintained at the individual school or at the district level.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

MEALS AND MILK COUNT REPORTS

(Item 12-5)

These are reports submitted to the district by each elementary and secondary school on milk and meals served daily. They are used to compile a monthly report to the State Office of Education and to generate reimbursements for meals meeting regulating requirements. The report includes the date, school, total meals served, number of paid, reduced, free, paid, and adults served.

RETENTION

Retain for 3 years after close of fiscal year to which records pertain and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

MONTHLY REIMBURSEMENT CLAIM REPORT

(Item 12-6)

This is a monthly claim report on the National School Lunch, Milk, and Breakfast programs submitted to the State Child Nutrition Section of the Utah State Office of Education. It is used to request reimbursements for free, reduced price, and paid lunches and breakfasts provided to all school children according to eligible status. The report includes program name, agreement number, beginning and ending dates of report; number of sites; attendance factor; statistics for children approved; potentially eligible; public school meals actually served and meals served to non-public school children for free, reduced, paid and totals; explanations of change from current and previous months for free, reduced, paid, and totals; statement certifying accuracy of report; authorizing signature; date; and report preparer's name. The State's copy is maintained for 3 years after final status report is filed with the U.S. Department of Agriculture in accordance with 7 CFR 210.23 (1995).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

PACKING SHEETS

(Item 12-7)

These are packing lists accompanying all food purchases. They are used to verify shipments and receipt of food purchases. The lists include date, ticket number, page and run numbers, district name, number of boxes delivered, requisition number, original quantity ordered, quantity shipped, still on order, unit (case, bag, can), unit cost, total cost, item number, item description, and totals.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

VERIFICATION REPORT

(Item 12-8)

This is an annual report submitted to the Office of Education's Child Nutrition Programs to verify accuracy of income levels and number of children served with free and reduced meals. The report includes district name, date, total number of free/reduced price applications on file as of October 31, the percent sample of children selected (depending on the type of verification used), how selection was made (computer or random number table), total applications needed for verification purposes, total applications actually verified, total applications with no change in status, total applications changed category, total applications terminated because applicants failed to respond to survey, whether verification completed by December 15, and signature. The summary tracking verification form from each school includes application number, head of household selected for verification, whether free or reduced, number of children, indication of any change, date, any comments, totals, signature of verifying official, and dates report completed and submitted to State.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

ACCESSION RECORDS (Item 13-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy; accession books created before 1960 permanent, transfer to State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CIRCULATION RECORDS (Item 13-2)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996).

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

HOLDINGS CATALOG (Item 13-3)

This catalog serves as a finding aid for library users in locating library materials currently in the library collection. Manual library catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out and date due).

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

LIBRARY COMPLAINTS (Item 13-4)

These records document complaints received and actions taken concerning library services, including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence.

RETENTION

Retain for 1 year after resolution and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996)

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

LOST MATERIALS AND REFUND RECEIPTS (Item 13-5)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996).

(Approved 06/97)

PATRON ASSISTANCE PUBLICATIONS (Item 13-6)

These publications are booklists and other guides created by library staff members. They are used to aid students in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

SHELF LIST

(Item 13-8)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

STUDENT REQUESTS

(Item 13-7)

These are requests by students or staff for materials currently checked out or to add new materials to the media center collections. They may be a form and/or electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

RETENTION

Retain for 1 year or until request is filled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1996).

(Approved 06/97)

SCHEDULE 14
PERSONNEL RECORDS

SCHEDULE 14
PERSONNEL RECORDS

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUESTS (Item 14-6)

These requests are made by individuals for disability accommodations. They include medical data about the person, accommodations made, denials, appeals, and other information about accommodation requests from service, program, or activity recipients, including applicants, employees and volunteers.

RETENTION

Retain for 5 years after termination or retirement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

CAREER LADDER REPORTS (Item 14-35)

This report is completed once a year by each district. Plans for the Career Ladder program and funds are reported and approved by the State Board of Education in the summer and fall and end-of-year reports made in June. The databases compiled from these reports record district comparisons on both district plans and end of year report.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

CERTIFIED EMPLOYEE CONTRACTS (Item 14-11)

These are employment contracts between the district and individual certified employees. Contracts are signed by both the individual employee and the superintendent, assistant superintendent, or business administrator. They may include the following: the agreement, name of certified employee, step and lane, basic salary, social security number, total compensation, number of years in district, number of years out of district, whether payments are made in ten or twelve month increments, payments for extra periods, and date.

RETENTION

Retain for 6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

CERTIFIED EMPLOYEE HISTORY CARDS (Item 14-3)

These cards provide an employment history summary of certified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They contain the basic employment history, past and current of all district certified employees. The card includes name, home address and telephone number, social security number, date hired, work and salary history (year, school, assignment, step and lane, salary), education (dates, degrees, major, minor, college/university), and certification (date, title of certification, and date of expiration). This information has been computerized in many districts.

RETENTION

Retain for 5 years after separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

CERTIFIED PERSONNEL FILES

(Item 14-1)

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION

Record copy:	Retain for 65 years or 3 years after retirement or death, whichever is shorter, and then destroy.
Duplicate copies:	Retain for 1 year after termination and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public:	UCA 63-2-301(1)(b)
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(Approved 03/03)

SCHEDULE 14
PERSONNEL RECORDS

CLASSIFIED PERSONNEL FILES

(Item 14-2)

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION

Record copy:	Retain for 65 years or 3 years after retirement or death, whichever is shorter, and then destroy.
Duplicate copies:	Retain for 1 year after termination and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public:	UCA 63-2-201(1)(b)
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(Approved 03/03)

SCHEDULE 14
PERSONNEL RECORDS

CLASSIFIED EMPLOYEE HISTORY CARD (Item 14-4)

These cards provide an employment history summary of classified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They include employee name, home address and telephone number, social security number, birth date, date hired, work and salary history (date, name of school or department assigned, position, step, lane, number of days worked, number of hours per day worked, hourly rate, and annual salary), and if applicable, date terminated. This information has been computerized in many districts.

RETENTION

Retain for 5 years after separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 05/98)

CONTRACT NEGOTIATION RECORDS (Item 14-10)

These files document wage and benefit negotiations between the district and local labor representatives for both certified and classified employees. They include each proposal and counter-proposal, requests and response, final charge, negotiated agreement and salary and benefit package.

RETENTION

Retain for 6 years after expiration of contracts and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

COURSE ANNOUNCEMENT FILES

(Item 14-19)

These are informational files on training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to district employees by government agencies and non-governmental agencies.

RETENTION

Retain until end of school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

COURT ORDERED COMMUNITY SERVICE FILES

(Item 14-21)

These files document participation in court ordered community service projects. A district or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and the time sheet showing how many hours are completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

Retain for 1 year after completion of community service and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Exempt: Rule 4-2-2.03 (10) (1996), CJA

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

ELIGIBILITY REGISTER (Item 14-22)
This is a register of persons identified as qualified (eligible) to fill specific school district positions. The school district hires from this register.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 05/98)

EMPLOYEE TRAINING FILES (Item 14-14)
These files document course availability and school district personnel participation in training programs sponsored by the district, other government agencies, and non-governmental agencies. They include correspondence, reports, participant lists and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION
Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 05/98)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 14-23)
These are application forms completed by persons seeking school district employment who were not hired. An applicant may update the application and request it be retained longer. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.

RETENTION
Retain for 2 years or 1 year after being updated.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

EMPLOYMENT ELIGIBILITY RECORDS (I-9) (Item 14-7)

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, or when recruiting for a fee or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993). It is used to verify that the prospective employee, if a U.S. citizen, resident alien, or legal immigrant is eligible to be hired in the United States.

RETENTION

Retain for 3 years after date of hire or one year after termination date, whichever is longer (8 CFR 274a.2) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 14-26)

These files contain employment statistics and statistical reports related to race and gender.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINTS (Item 14-24)

These files document official discrimination complaints received and resolved by the school district. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION

Retain for 4 years after resolution of case and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1996)

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 14-25)

These files document the adoption and administration of school district affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Act of 1972. The files include program correspondence, program plans, reports and may include antidiscrimination committee meeting records and reports.

RETENTION

Retain for 1 year or until audited and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 14-32)

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

FAMILY MEDICAL LEAVE APPLICATIONS (Item 14-16)

These applications document employee requests to take leave in accordance with the Family and Medical Leave Act of 1993. They include employee name, address, occupation, rate or basis for pay in terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, dates (or hours) leave taken by employee, information regarding employee benefits, and data regarding any dispute between the employer, and employee over the leave designation as Family and Medical Leave Act leave.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 29 CFR 825.500(g) (1995).

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

GRIEVANCE AND DISCIPLINARY FILES (Item 14-27)

These files document the review of grievances and appeals raised by school district employees, except EEO complaints. These case files include witnesses' statements, reports of interviews, and hearings; examiner's findings, recommendations and exhibits, and records relating to a reconsideration request.

RETENTION

Retain for 3 years after case is closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: unsubstantiated.

SUGGESTED SECONDARY CLASSIFICATION

Public: substantiated (UCA 63-2-301(2) (1996)

(Approved 05/98)

INTERVIEW RECORDS (Item 14-28)

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (1992). They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION

Retain for 6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

JOB DESCRIPTIONS (Item 14-17)

These are job descriptions for classified and certified positions within the school district. They may include job title, job site, duties, educational requirements, step and salary ranges.

RETENTION

Retain for 1 year after superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

JOB OPENING FILES (Item 14-29)

These files contain a listing of all current job openings with job descriptions.

RETENTION

Retain for 3 years or until updated and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

LANE CHANGE RECORDS (Item 14-12)

These records document requests for lane changes for additional training received. Guidelines have been established providing specific criteria for course acceptance. Prior approval is required for unauthorized classes or seminars. The requests are reviewed by a district committee and are either approved, denied or request additional information. The records include the request, the committee review and decision, and if approved date training completed. These records may be filed in the personnel file.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

MEDICAL FILES

(Item 14-5)

These files document the medical conditions of both certified and classified employees. They include Family and Medical Leave Act (FMLA) request forms, vaccination forms, critical family illness forms, tuberculosis test results, sick bank requests, requests for sick leave, physician's notes for employee absences, and related correspondence.

RETENTION

Retain for 1 year after termination and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

NEW HIRE REGISTRY REPORT

(Item 14-37)

This report is required to be submitted to the Utah State Department of Workforce Services on all district new hires in accordance with the Personal Responsibility and Work Opportunity Act (UCA 35a-11-101 (1996)). This information is used to create a State New Hire Registry to match against existing child support records to locate parents, establish an order or enforce an existing order. Once these matches are made, the State will transmit the New Hire reports to the National Directory of New Hires (NDDH) which allows the Office of Child Support Enforcement to be able to assist States in locating parents on a national level. The reports include employee name, social security number, mailing address; employer name, federal employer identification number, mailing number; employee date of hire or rehire; employee occupational title; and full-time or part-time employment status. The report is submitted with the employee's W-4 form within twenty days of new employment. The report may be submitted by paper or electronic medium.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

PERFORMANCE RELATED RECORDS (Item 14-30)

These records document the evaluation of employee performance. They include appraisals and job standards upon which they are based, and any supporting documentation. These records are normally part of the personnel file.

RETENTION

Retain for 3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

PERSONNEL REPORT (Item 14-15)

This is a weekly or biweekly report submitted by the Personnel Department to the School Board. It is used to update and inform the board members on the status of employment within the school district. It includes the names of individuals being hired, as well as their position and location of work. The report also gives the names of people who have left the district as well as their position, school, and reason for leaving.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

RECRUITMENT FILES (Item 14-36)

These files document the recruitment of applicants for vacant district positions. They include the job announcement, eligibility lists, copies of recruitment request, possible interview questions, and notes.

RETENTION

Retain for 2 years after position filled and resolution of any related litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SALARY SCHEDULES (Item 14-20)

These are the official salary records. They are used to document each individual salary scale and to determine salaries for specific categories of employee. Each schedule includes a printed schedule divided into steps, lanes, and categories indicating specific assigned salaries. Footnotes may explain increases or calculation formulas.

RETENTION

Retain for 5 years after being superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

STUDENT EMPLOYEE FILES (Item 14-9)

These files document students temporarily hired by the school district for groundskeeping, building maintenance, answering telephones, and office assistance. They include application, evaluation, work schedule, and related correspondence.

RETENTION

Retain for 1 year after student graduates or leaves school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 05/98)

SUBSTITUTE TEACHER FILES (Item 14-8)

These files document persons eligible to be hired as substitute teachers. They include an application form, fingerprints and criminal history check, some transcripts (or other verification of credit hours), and a record of previous substitute teaching.

RETENTION

Retain for 3 years after termination as a substitute teacher and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

SUMMER YOUTH PROGRAM FILES

(Item 14-31)

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of office or labor training/modification form, employment applications, and related correspondence.

RETENTION

Retain for 3 years after termination of employment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

TEACHER CERTIFICATION SYSTEM

(Item 14-13)

This computer system documents all teachers certified to teach in the State of Utah. The Utah State Office of Education (USOE) adds basic information on certified teachers including degrees, state in-service training, certificates, and endorsements while the district is responsible for keeping employment information current. The district adds current assignments including an accurate specific percentage breakdown (e.g., 50 percent physical education, 25 percent teaching history, 25 percent teaching English), salary, lane and step, number of days working, and credit summary. The information is updated monthly and is audited by the USOE. When the teacher moves from one district to another, the employee must be terminated before the new district can add current information. The system includes demographic data (i.e., name, social security number, date of birth, home address), certificates and endorsements, criminal history (if any), inservice training received, and a listing of professional teaching experience.

RETENTION

Retain until updated or teacher leaves district and then delete obsolete data.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

TEACHING AIDS TRAINING RECORDS (Item 14-33)

These are records of teaching aids used for personnel instruction which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION

Record copy: Permanent. Retain teaching aids created by agency; retain teaching aids from other agencies or private institutions until obsolete or superseded and then destroy.

Duplicate copies: Retain until obsolete or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 05/98)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 14-34)

These are files maintained on temporary employees which were provided no benefits by the school district. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

Retain for 1 year after separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1996)

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

UNIVERSITY RECOMMENDATION TEACHER PACKETS (Item 14-18)

These are informational packets sent by university and college placement centers on potential employees that have made application to teach in a school district. They are used in the hiring process. They include recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, and statements from cooperating university supervisors.

RETENTION

Retain until candidate is hired or until application is no longer active and then destroy provided files are retained for no longer than 3 years.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 05/98)

SCHEDULE 15
SCHOOL BOARD RECORDS

SCHEDULE 15
SCHOOL BOARD RECORDS

BOARD AGENDA (Item 15-1)

These are copies of notices of regular and special school board meetings. They usually include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

Retain for 2 years or until administrative need ends, if not part of the official minutes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

BOARD EXHIBIT FILES (Item 15-5)

These files document materials submitted to school board members before and during special and regular meetings. They serve as items of discussions during the meetings. They generally include copies of agenda, special reports, budget proposals, policy procedures, and related correspondence, but may include original documents.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 15
SCHOOL BOARD RECORDS

BOARD MEETING TAPE RECORDINGS

(Item 15-7)

These are the actual tape recordings of regular and special school board meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5 requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION

Retain for 1 year after approval of official minutes and then destroy; provided resolution of any related litigation.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 63-2-301(1)(e) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(32) (1997); UCA 52-4-7.5 (2) (1997)

(Approved 03/98)

BOARD MINUTES

(Item 15-2)

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 15
SCHOOL BOARD RECORDS

ELECTION BALLOTS

(Item 15-6)

These are the official ballots cast by voters in school district bond elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(a) (1995)).

RETENTION

Retain for 22 months after the election or until time has expired during which ballots could be contested (UCA 20A-4-202(2) (1995) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 20A-4-106(1996); and 20A-4-401.

(Approved 12/97)

OATHS OF OFFICE

(Item 15-3)

These records are the official oaths of the school board members, superintendents, business officials, and members appointed to advisory boards. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 15
SCHOOL BOARD RECORDS

PETITIONS

(Item 15-4)

These files contain the formal written petitions from school district residents submitted to the school board proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners.

RETENTION

Retain for 5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 16
SPECIAL EDUCATION RECORDS

SCHEDULE 16
SPECIAL EDUCATION RECORDS

MEDICAID BILLINGS

(Item 16-3)

RETENTION

Retain for 5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCRAM REPORT

(Item 16-4)

This is a two-part reporting form used to collect data on special education students for entering information on the SCRAM Computer system. This form is used by individual teachers to enter in the information system annually by October 1 and December 1.

RETENTION

Retain for 5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Exempt.

SCHEDULE 16
SPECIAL EDUCATION RECORDS

SPECIAL EDUCATION RECORDS

(Item 16-1)

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300(2003). They are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, or refuses the services. These student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services. These records are commonly called "Blue Folders."

RETENTION

Retain for 5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Exempt.

STUDENT COMPLIANCE REPORT

(Item 16-2)

This monthly report tracts the number of days students enrolled in special education. It maintained by the individual teacher. A copy is kept by the district and is used for creating other reports. Information includes date, name of school, student name, state number, handicap classification code, entry date, exit date for special education, birth date, referral date, date classified, and individualized education program (IEP) date.

RETENTION

Retain for 1 year or until other reports compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt.

SCHEDULE 17
STUDENT RECORDS

SCHEDULE 17
STUDENT RECORDS

APPLIED TECHNOLOGY ROLLBOOKS (Item 17-16)

These are rollbooks for students enrolled in vocational training. They are used to record student attendance. The rolls include the teacher's name, student's names, school and class, entry date, exit date, and days absent.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/98)

COMPLIANCE CERTIFICATION FORMS (Item 17-14)

These records are submitted to the State Office of Education (USOE) in accordance with UCA 53A-3-403(4) (1997). Individual school principals submit information to the District which is then compiled and submitted to the USOE on school fee waivers. The forms include names of superintendent and school board president, district's fee schedule, fee policy, fee waiver policy, and community service policy.

RETENTION

Retain for 5 years or until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

EARLY GRADUATION CERTIFICATES

(Item 17-15)

These records document the issuance of certificates to students graduating early from high school in accordance with UCA 53A-15-102 (1997). This program allows flexibility in high school graduation to appropriately meet individual student's needs. If a student graduates any time following the eleventh grade year and enters a Utah post-secondary institution, the district shall receive a reimbursement designated for the public high school from which the student graduated early. The post-secondary institution receives an Early Graduation Centennial Scholarship Certificate signed by the high school principal entitling the early graduate to a partial tuition scholarship following the date of graduation according to the schedule established by, Utah Administrative Code, Rule 277-703-2 (1997). These records include school district; high school name; telephone number; student's name, social security number, address, and telephone number.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

HOMELESS STUDENT REPORT (Item 17-19)

This report documents homeless students attending schools within the district. UCA 53A-11-101 (1997) requires minors between the ages of six and eighteen to attend school during the school year while UCA 53A-2-201(3) (1997) makes each school district responsible for providing education services for all school age children within the district. The State Office of Education distributes monies from the federal Homeless Children and Youth program (34 CFR 74) to ensure that a child's education is not needlessly disrupted because of homelessness. The report includes Student's name, reasons for homelessness, date, month, and student's address.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

HOMESCHOOL APPLICATIONS (Item 17-8)

These are applications from parents requesting to teach their children at home. These applications include student's name, grade, certificate of compulsory attendance, and date approved.

RETENTION

Retain until application superseded or family moves from district and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

INDEPENDENT HIGH SCHOOLS APPLICATIONS (Item 17-9)
These applications document parents requesting choice to attend out of district high schools. They include name, address, telephone number, birthdate, a letter from parents explaining why it is best for student to attend this out of district high school, a two year police check, and district's decision. Approved applications are placed in the student's file.

RETENTION
Retain until graduation from high school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

(Approved 10/98)

MONTHLY HOMELESS CHILDREN AND YOUTH STATISTICAL REPORT (Item 17-20)
This monthly report is submitted to the State Office of Education (USOE) on homeless children and youth served by the district. It is used to document the utilization of federal Education for Homeless Children and Youth Grants distributed by USOE. The report includes number of homeless children and youth served and how homeless funds were being used.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Public.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

NON-RESIDENT STUDENT REPORT (Item 17-18)

This report documents non-resident students attending schools within the district and is submitted to the State Office of Education. "Resident districts pay nonresident district one-half the amount by which the resident district's per student expenditure exceeds the value of the state's contribution" to district in accordance with UCA 53A-2-210(2) (1997). The report is separated by school and includes district, number of days nonresident students enrolled, and grade level of nonresident students.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/98)

NON-UTAH RESIDENT STUDENT FILES (Item 17-7)

These applications document requests for out-of-state and out-of-country students to attend schools within the district in accordance with UCA 53A-2-205 (1997). These records include the application forms, resident alien card, copies of social security cards, and a police background check. They may also include consent guardianship forms filed by the court, guardianship papers, and court appointed guardianship records.

RETENTION

Retain until graduation or 1 year after student leaves district and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

OFFICIAL TRANSCRIPTS

(Item 17-3)

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/98)

PRESCRIBED MEDICATION RECORD

(Item 17-5)

This log documents the dispensing of approved medication to students during school hours in accordance with UCA 53A-11-601(1)(a)(iv) (1991). It includes child's name, date, and initials of school personnel administering medication.

RETENTION

Retain for 7 years after student leaves elementary school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

SCHOOL CHOICE APPLICATIONS (Item 17-11)

These are applications from parents requesting school choice to attend schools inside the district but outside the regular schools (UCA 63A-2-213 (1997)). They include parent(s) name(s), name of school presently attending, name of school requesting to attend, reasons for requesting change, indication whether student is a disciplinary problem or receiving special education services and decision.

RETENTION

Retain until student graduates, or moves from district and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

STUDENT ATTENDANCE CLASS ROLLS (Item 17-1)

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION

Retain for 4 years if information has been transferred to cumulative card, and destroy; provided individual student record exists.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

STUDENT CUMULATIVE FILES

(Item 17-2)

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called Student cumulative cards.

RETENTION

Retain for 1 year after graduation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/98)

STUDENT DEAD FILES

(Item 17-17)

These are student cumulative files for students where records were neither transferred nor the student graduated. They were used to document the student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. The student may have dropped out of school and will later return.

RETENTION

Retain for 4 years or until student graduates and then destroy, provided transcript has been pulled and retained permanently.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

STUDENT EXCHANGE RECORDS

(Item 17-13)

This State Office of Education form is used to document students within the district participating in student exchange programs in accordance with UCA 53A-2-206 (1997) and the Utah Administrative Code, R277-615-4 (1997). Each state has an authorized exchange student quota and each student is authorized by the State to participate in the program. The application includes exchange student's name, local address, host family information, high school, school year, and entry and exit dates.

RETENTION

Retain for 4 years after student leaves and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

STUDENT VISA CASE FILES

(Item 17-12)

These files document foreign students attending district schools. Students must be certified eligible to attend an authorized school in the United States and have a valid student visa. All fees must be paid before admission. These files include student's name, local address, Form I-20 (school copy), home country, admission number, Immigration and Naturalization (INS) number, district information, school attendance, type of study, cost to the United States, payment schedule, visa information, immunization information, payment agreement, student form, school transcripts, affidavit of financial support from family, application for admission, and host family agreement.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

TITLE I RECORDS

(Item 17-4)

These files document participation in the federally funded Title I program in accordance with 34 CFR 200 (1997). Title I is designed to be a supplemental funding source which provides additional, or supplemental educational opportunities to students from "low-income or economically disadvantaged families." These funds cannot be substituted for, or used in place of, other monies such as state and local funds to pay for student's basic education. Title I funds go to a district's poorest schools but excess funds may be used to help any low-achieving student, not just those from economically disadvantaged families. Title I funds are designed to assist with school reform and to improve the quality of student educational opportunities.

RETENTION

Retain for 5 years after final expenditure filed (34 CFR 80.42(c)(1) (1997) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

YOUNG MOTHERS APPLICATIONS

(Item 17-10)

These applications document young mothers requesting to attend alternative programs rather than regular classes. They include student's name, address, telephone number, age, grade, and reasons for wanting to attend alternative program, and approval information.

RETENTION

Retain until graduation from high school or until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/98)

SCHEDULE 18
SUPERINTENDENT'S RECORDS

SCHEDULE 18
SUPERINTENDENT'S RECORDS

ADMINISTRATIVE CORRESPONDENCE (Item 18-1)

This is the official superintendent's correspondence. It documents decision-making and how the office is organized and functions. It includes incoming and outgoing correspondence.

RETENTION

Permanent. and then destroy. May be transferred to the State Archives and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

LEGAL FILES (Item 18-2)

These files document official legal opinions given to the district. They are used to create policies and to make decisions. They include research performed by legal counsel on specific issues requested by the school board and/or superintendent; policy statements; and legal opinions.

RETENTION

Permanent. and then destroy. May be transferred to the State Archives. and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

NEWSPAPER CLIPPING FILES (Item 18-3)

These newspaper clippings document coverage of district activities and general educational issues. They are distributed to school and district administrators to notify them of current events and developments. They include newspaper articles.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHEDULE 18
SUPERINTENDENT'S RECORDS

PETITION FILES (Item 18-4)

These files document petitions submitted by parents, teachers, students, or other residents to the School Board and/or superintendent requesting a specific action be taken. Each petition contains a statement of purpose on proposed action and signatures and address (or school) of petitioners. The files may also include related correspondence and/ or a summary of actions taken.

RETENTION

Retain for 5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SPECIAL REPORTS (Item 18-5)

These are special reports requested by the school board to be undertaken in response to specific issues of concern. The include a statement explaining purpose of report, report findings, and conclusions.

RETENTION

Permanent. and then destroy. May be transferred to the State Archives. and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

ABSENTEE TALLY (Item 20-1)

This tally is completed daily by the teacher to report absent students. The information may be used to confirm absences. This form includes the student's name, teacher's name, and date.

RETENTION

Retain for 1 year or until verified and audited and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

ADMINISTRATIVE SUBJECT FILES (Item 20-2)

These are subject files maintained for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, completed forms, flyers, copies of instructions, reports, brochures, district memoranda, and instructions.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

ANNUAL FINANCIAL SUMMARY REPORT

(Item 20-3)

This report is submitted annually to the district's business administrator and is used for auditing purposes. It includes the beginning cash balances in checking and savings accounts as well as total annual revenues, expenditures, changes in investments, and the cash balance at the end of the fiscal year.

RETENTION

Record copy: Retain for 3 years.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

ASBESTOS MANAGEMENT PLAN

(Item 20-4)

This management plan is required by 40 CFR 763.93 (1998) to be developed for each school on or before October 12, 1988. The plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building. Also to include if the school building does contain damaged Asbestos Building Material (friable ACBM), nonfriable ACBM, friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1998)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibilities have been or will be met (40 CFR 763.93(h) (1998)). A copy is submitted to the District Maintenance Department and the duplicate is retained by the school. Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1998)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1998)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1998)). The surveillance reports include district name, school name, building, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

RETENTION

Retain until school is vacated or closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: 40 CFR 763.93(12)(g)(3) (1998).

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

ATTENDANCE ROLLS

(Item 20-5)

These are the attendance rolls maintained by each teacher within the school. They are used to record student attendance and grades. The rolls include school's name, year and term, teacher's name, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record.

RETENTION

Retain for 3 years and destroy, if information has been transferred to cumulative card.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1998).

ATTENDANCE SUMMARY REPORT

(Item 20-6)

This is a computer report on student attendance generated by the school secretary from data entered throughout the trimester. It is used for reference purposes. The year end report lists attendance by students for the school year. It includes date, student number and name, sex, number of days absent, and number of days present.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

BANK STATEMENTS

(Item 20-7)

These are monthly statements showing the amount of money deposited or withdrawn to the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

BUDGET EXPENDITURE REPORT

(Item 20-8)

This report form is used by the schools to track expenditures and for comparison with district reports. The district audits these reports annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

BUS TRANSPORTATION REQUEST

(Item 20-9)

This form is used to request buses for special activities and school trips. The school retains a copy of the form and submits a copy to the district's Transportation Department. These requests are submitted prior to the activity (per district policy) for bus scheduling and driver's assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, and approval signatures.

RETENTION

Record copy: Retain for 2 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

BUS TRANSPORTATION RULES AND REGULATIONS

(Item 20-10)

These rules and regulations document parents' receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained by the parents for reference while a signed copy is returned to the school where it is retained on file. They include the rules and regulations, parents' and students' signatures, and date.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

CANCELLED CHECKS

(Item 20-11)

These are cancelled checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

RETENTION

Retain for 4 years and then destroy, for schools with total expenditures of less than \$20,000; 7 years and destroy, for schools with expenditures of more than \$20,000.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

CAREER LADDER FILES

(Item 20-44)

These files document the career ladder process at the elementary school. They are used by the school principal to review the teachers' goals and accomplishments and to evaluate their teaching abilities. The school principal meets with each teacher on a regular basis to discuss their career ladder and teaching goals. These files include: the results of inventories taken on prerequisite skills, goals for the teachers and the school, various test results (including the California Achievement Test), teaching and observation results. The district normally maintains the official copies of all career ladder records.

RETENTION

Retain for 3 years or until updated and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

DAILY MEAL PAYMENT REPORT (Item 20-12)

This computer report documents the daily collection of payments for meal service. This report records deposits made to the lunch and breakfast funds. It includes the student's name, identification number, amount received, account balance, and total student sales.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

DAILY SCHOOL FOOD SERVICE REPORT (Item 20-13)

This daily computer report records individual participation in the school's meals program. The information is retained on-line for one month and then a summary report is printed. The monthly report contains a summary of all meals served daily during the month and is broken down by adult meals, students paid, and reduced and free meals.

RETENTION

Retain until beginning of next school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

FIXED ASSET REPORTS (Item 20-14)

This computer report is sent by the district's business administrator to all schools annually. It is used to determine the status of all fixed assets in the school. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

FOOD PAYABLE VOUCHER (Item 20-15)

This voucher is compiled from all milk, produce, bakery, and other miscellaneous food bills and is submitted at the end of the month to the district office. It is used to reconcile invoices with various company statements and to make payments.

RETENTION

Record copy: Retain by district for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

FOOD PRODUCTION RECORD SHEET (Item 20-16)

This sheet is prepared daily by the school food service for all meals served. It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

FREE AND REDUCED MEALS APPLICATIONS (Item 20-17)

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district, which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

GIFTED AND TALENTED STUDENT TESTS (Item 20-47)

These tests are given to elementary students. They are used to determine student eligibility and placement into elementary school gifted and talented programs. They include test score summary sheet, answer sheet (matrix analogy), parent survey, teacher survey, and school ranking of students tested.

RETENTION

Retain until student moves to junior/middle school;
provided summary sheet is placed in student cumulative file
and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

LUNCH ROOM SUMMARY OF MEALS SERVED REPORT (Item 20-18)

This monthly sheet records all meals served. It is used to create quarterly and annual reports. It contains a breakdown of a la carte items, milk and meals served by category (free, reduced, paid, adult). It is computed on a daily basis and is sent to the district office at the end of each month with a summarized cover sheet.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

LUNCH TALLY

(Item 20-19)

This form is completed each morning by the classroom teacher to report the anticipated lunch count for the noon meal. It is used for food preparation purposes and is submitted to the principal's office. This form includes the number of students and adults planning to have lunch as well as the milk count.

RETENTION

Retain until information is compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

MAINTENANCE WORK ORDER

(Item 20-20)

This form is used to request maintenance and repair of school equipment or buildings. It is submitted to the Maintenance Department. A copy may be retained by the school. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, special instruction, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing, and date.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

MEDICATION ADMINISTRATION AND DISPENSING RECORDS (Item 20-21)

These records document the authorization of school personnel to dispense and administer prescribed medication during the school day. "A public or private school . . . may provide for the administration of medication to any student of the school" subject to conditions specified in UCA 53A-11-601(1) (1998). "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule for the administration and a statement" why it was necessary to administer when "student is under control of school" (UCA 53A-11-601(b) (1998)). These records include an authorization form and a dispensing log. The authorization form includes student's name, address, telephone number, birthdate; school; district; parent's name and business telephone number; signature of parent or legal guardian; date; date form reviewed and completed by the school health nurse; physician's name, address, and telephone number; and name and type of medication, dosage/amount to be given, frequency/times to be administered, and duration/length of time medication is anticipated to be needed. The log includes the child's name, school, parent, teacher, school year, medication, date initiated dosage and time (with any special instructions), and a daily record of dispensing of the medication during the school year indicating the initials of individual giving medication.

RETENTION

Retain for 7 years after student leaves elementary school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

MONTHLY BUILDING RENTAL AND SUPERVISION REPORT (Item 20-22)

This monthly report is submitted to the district's business administrator on all school building rentals. It is used for accounting purposes. It includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. A school property form completed by persons/organizations requesting use of school buildings may be attached to the report. The form is used to obtain approval for school rentals. If approval is granted the contract is signed between the parties.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET (Item 20-23)

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the elementary school and lists food totals. The school maintains the inventory and submits it to the district office at the end of each month listing all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

MONTHLY FINANCIAL REPORT

(Item 20-30)

This monthly report is sent by each elementary school secretary to the district's business manager. It is used to review the school's deposits and expenditures and consists of the monthly bank reconciliation form, bank statements, and copy of the balance sheet.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

MONTHLY MEALS PAYMENT REPORT

(Item 20-24)

This computer report is submitted monthly with bank deposit slips to the district's business administrator. It reports monies collected for school meals served during the month and is used by the district to reconcile bank deposits. It includes amounts collected from teachers and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

MONTHLY MEALS SERVED REPORT

(Item 20-25)

This is a monthly report of all meals served. Copies of the report are submitted to the district's food service manager. The reports include date, daily number of meals paid, number of reduced meals served, number of free meals served, total meals served to children, number of meals served to adults, paid meals, total meals, total enrollment, monthly totals, and total dollar values.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

NON-TRANSFERRED STUDENT FILES

(Item 20-48)

These are student cumulative files for students whose records were not transferred but no longer attend this elementary school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1998).

(Approved 10/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

PAYROLL REPORT

(Item 20-26)

These report forms are completed and submitted to the district payroll office on or before the fifth day of each month authorizing payments for services rendered. These records include a variety of report forms including the payroll report form, the absence report, and the payroll voucher. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The official copy is usually sent to the district's payroll department while copies are retained by the school and the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, instructional aides, specialists, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 06/99)

PHOTOGRAPH ALBUMS

(Item 20-27)

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

RETENTION

Retain until school's closure and then transfer to District Office and may be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

PRINCIPAL'S PERSONNEL FILES (Item 20-40)

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel file on all district employees. These files include copies of the application form, performance evaluations, career ladder information, and teaching observation forms. The official copies of all personnel files are usually maintained by the district's personnel office.

RETENTION

Retain until teacher leaves school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 06/99)

PUPIL TRANSPORTATION PERMISSION SLIP (Item 20-28)

This form documents parent's or guardian's consent for his/her student to ride a school bus during the school year to participate in curricular or extracurricular school activities. The form includes student's name, school's name, school year, date, and parent's or guardian's signature.

RETENTION

Retain for 1 year or until the resolution of any litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

PURCHASE ORDERS AND REQUISITION RECORDS (Item 20-29)

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

RETENTION

Record copy: Retain for 4 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

RECEIPT BOOKS (Item 20-31)

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number, and amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

SAFETY SELF-INSPECTION REPORTS

(Item 20-32)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of Risk Management. There are three separate required survey forms including the general survey, cafeteria/kitchen survey, and playground survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms include district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHOOL BULLETINS

(Item 20-45)

These are daily bulletins printed or e-mailed by the principal's office for the faculty and staff. They include announcements and other items of interest to the school's employees.

RETENTION

Record copy:	Retain for 1 year and then destroy.
Duplicate copies:	Retain for 1 day or until read and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

SCHOOL'S ACCOUNTS PAYABLE (Item 20-33)

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: social security numbers

(Approved 06/99)

SCRAPBOOKS (Item 20-46)

These scrapbooks document the activities of the school children. They include photographs, news clippings, program flyers, letters, art work, announcements for various activities and events, party invitations, and various other assorted memorabilia.

RETENTION

Retain until school closes and then transfer to District.
May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

SPECIAL EDUCATION STUDENT RECORDS (Item 20-34)

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300 (1998)).

RETENTION

Retain until student leaves elementary school and then transfer complete record to transferring school or middle school; records of students no longer receiving services are sent to school district.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 300.562 (1998); 34 CFR 99 (1998).

(Approved 06/99)

STUDENT CUMULATIVE RECORDS (Item 20-35)

These are records maintained in the school's office on all enrolled students. They are used to document student's school participation. They include test scores, immunization record, attendance records, and all pertinent information on the student.

RETENTION

Retain until student leaves school and then transfer to middle school/junior high or to transferred elementary school.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

STUDENT ENROLLMENT REGISTRATION RECORDS

(Item 20-36)

These enrollment forms are completed by the parents (or guardians) of all enrolled students for reference use during the school year. They include the date, pupil's name, grade, social security number, birthdate and place, sex, age, pupil's home address and telephone number; mother's and father's/legal guardian's full names, business, and home telephone numbers; name, address, telephone number, and relationship of person authorized to pick up child in case of emergency; medical information including physician's name or medical group and telephone number; indication whether child is allergic to any medication and whether child is currently taking any medication; school last attended (name, address, and telephone number); and parent's or guardian's signature. The enrollment form may also include language spoken at home, names and birthdates of siblings, kindergarten preference (morning or afternoon), whether birth certificate was verified, and teacher's signature.

RETENTION

Retain for 2 months after being superseded or until resolution of all litigation or conflicts and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

STUDENT INJURY REPORT

(Item 20-37)

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; action taken by school and parent; nature of injury; area affected; contributing factors; period; surface; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature. The state's copy is retained for five years.

RETENTION

Record copy: Retain for 7 years or until 2 years after resolution of any claim or litigation and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

STUDENT MEMBERSHIP SUMMARY RECORDS

(Item 20-38)

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

STUDENT WITHDRAWAL RECORDS

(Item 20-39)

This form documents student school transfer requests. The official copy is retained by the school, while a copy is submitted to the school district office with the student's cumulative record and another is given to the student's parent/guardian. The district then sends the student's records to the receiving school. The form includes name, address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, and sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether lunches and fees are paid, library books returned, cumulative folder completed; whether a copy of immunizations and academic progress is given to parents. The student's teacher adds name, student's reading level, reading text (page or chapter), math text (page or chapter), other comments, date and teacher's signature.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

TRANSPORTATION ALLOWANCE APPLICATIONS (Item 20-41)

These application forms are completed by parents who must transport their student to and from school or the bus stop. Parents of pupils living 1.5 miles or more from their assigned school are eligible to be paid a transportation allowance when regular school transportation is unavailable under State guidelines. These forms include date, student's name, school, grade, parent's name, telephone number, address, parent's social security number, distance from home to school or distance from home to bus stop, school year covered, parent's signature, district policy, and (if approved) indication of rate to be paid.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

WEEKLY ATTENDANCE AND MEALS SERVED SHEET (Item 20-42)

These weekly sheets report on daily student absences and meals served. Each morning the sheets are placed in teacher's boxes and they record the absences and meal counts. The sheets are then sent to the office and information is entered into the computer after lunch is served. They are used to create attendance and lunch reports. The sheets include teacher's name, dates, students names, absence, and lunch preference (hot, cold, or milk).

RETENTION

Retain until end of school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/99)

SCHEDULE 20
ELEMENTARY SCHOOL RECORDS

WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY (Item 20-43)

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each elementary school completes and sends to the district office in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within (7) days of the occurrence. The Commission maintains their copy for seven years. The district office usually maintains the official copy of this report.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

ADMINISTRATIVE SUBJECT FILES (Item 21-1)

These are subject files maintained solely for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, district memoranda, and instructions.

RETENTION

Retain for 1 year or until administrative need ends whichever is longer and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

ASBESTOS MANAGEMENT PLAN (Item 21-2)

This management plan is required by 40 CFR 763.93 (1998) to be developed for each school on or before October 12, 1988. The management plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building (40 CFR 763.93(e) (1998)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibility has been or will be met (40 CFR 763.93(h) (1998)). A copy is submitted to the District Maintenance Department and the duplicate is retained by the school. Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1998)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1998)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1998)). The surveillance reports include district name, school, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

RETENTION

Retain until school is vacated or closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

ATTENDANCE RECORDS

(Item 21-3)

These records document student attendance. They are used to create reports. They include biweekly bubble sheets, computer reports, and term-to-date reports. The biweekly bubble sheets record hourly student attendance and are scanned daily. They serve as a worksheet for the district's attendance system. The daily computer report is a compilation of all student absences and is printed at the end of the day. The term-to-date report is a computer report that records all student absences by classes. It is printed weekly and is given to each teacher for verification. The records include date, district and school codes, grade, student's name and number, days absent, days tardy, and totals.

RETENTION

Retain for 1 year or until audited and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

ATTENDANCE ROLLS

(Item 21-4)

These are the attendance rolls maintained by each teacher within the school. These were used to record student attendance. The rolls include school's name, year and term, teacher's name, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. Most schools have automated student attendance and have discontinued the use of rolls.

RETENTION

Retain for 3 years and destroy; provided attendance and grades are transferred to cumulative record.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

BANK STATEMENTS

(Item 21-5)

These are monthly statements showing the amount of money deposited to or withdrawn from the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

BUDGET EXPENDITURE REPORT

(Item 21-6)

This report form is used by the schools to track expenditures for comparison with district reports. The district audits these records annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

BUS TRANSPORTATION REQUEST

(Item 21-7)

This form is used to request buses for special activities and school trips. The school retains one copy of the form and submits other copies to the district's Transportation Department. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, pick up points, name of person in charge, indication whether the school or district will pay all costs, principal's signature, transportation director's signature, and may include the superintendent's. Also includes a section restricted for driver's use which is completed after the trip and lists the driver's name, actual departure and return times, bus number, number of passengers, number of miles traveled, teacher's signature after trip, meals and lodging costs, bus driver's signature, beginning and ending odometer readings, and transportation director's signature.

RETENTION

Record copy: Retain for 1 year after end of school year and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

BUS TRANSPORTATION RULES AND REGULATIONS

(Item 21-8)

These rules and regulations document parents'/guardian's receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained by the parents for reference while a signed copy is returned to the school where it is retained on file. They include the rules and regulations, parents' and students' signatures, and date.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

CANCELLED CHECKS

(Item 21-9)

These are checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

RETENTION

Retain for 7 years.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

CAREER LADDER FILES

(Item 21-44)

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office or career ladder committee. A committee reviews the applications and determines whether a promotion is warranted. Each file contains an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

RETENTION

Retain for 3 years or until updated and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

FEE WAIVER RECORDS

(Item 21-10)

These records document the application and receipt of a waiver for the payment of student fees in accordance with UCA 53A-12-103 (1993). The application is sent to all students with a statement of fees owed as part of the registration process. They are completed annually. Parents complete the application and submit it to the school. All fees are suspended until the school determines student's eligibility for fee waiver. If waiver is granted then a fee waiver statement is signed. The records include the application and the fee waiver statement. The application includes the student's name, date, parent's or guardian's name, reason for waiver; and indication of fees being requested to be waived (fee description and amount). The fee statement includes parent's or guardian's name, address, and telephone number; date; student's name and grade; fees being waived; total fees waived; parent's or guardian's signature; and administrator's signature.

RETENTION

Retain for 2 years and destroy; provided student has left junior high.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

FINANCIAL REPORTS

(Item 21-11)

These computer reports are submitted monthly to the district's business administrator. They are used for auditing purposes. The school balances their books monthly and submits this report monthly. This report includes a balance sheet showing assets, liabilities, trust funds, surplus, and totals; and an activity ledger showing account, beginning balances, receipts, transfers, ending balances, and totals.

RETENTION

Record copy: Retain for 4 years and then destroy.
Duplicate copies: Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

FIXED ASSET REPORT (Item 21-12)

This computer report is sent by the district to all schools annually. It is used to determine the status of all fixed assets in that school. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools in the fall. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

FOOD PRODUCTION SHEET (Item 21-13)

This sheet is prepared daily by the school lunch manager for all meals served (lunch/breakfast). It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

FREE AND REDUCED MEALS APPLICATIONS (Item 21-14)

These application forms are completed annually by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

MAINTENANCE WORK ORDER (Item 21-15)

This form is used to request maintenance and repair of school equipment or buildings. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, special instructions, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing form, and date.

RETENTION

Record copy: Retain for 4 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

MEALS SERVED REPORT

(Item 21-16)

This monthly sheet records daily meals served. It contains a breakdown of "a la carte items," snacks, milk and meals served by category (free, reduced, paid, adult). Information is added daily and the sheet is sent to the district office at the end of each month with a summarized cover sheet.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

MEDICATION AUTHORIZATION AND DISPENSING RECORD (Item 21-17)

These records document the authorization of school personnel to administer and dispense prescribed medication during the school day. "A public or private school . . . may provide for the administration of medication to any student of the school" subject to conditions specified by UCA 53A-11-601(1) (1998). . "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule for administration and a statement that administration of medication by school employees is . . . medically necessary " (UCA 53A-11-601(b) (1998)). These records include an authorization form. They include student's name, address, telephone number, birthdate; school; district; parent's name and business telephone number; signature of parent or legal guardian; date; physician's name; address, and telephone number; and name and type of medication, dosage/amount to be given, frequency/times to be administered, and duration/length of time medication is anticipated to be needed.

RETENTION

Retain for 4 years after student leaves junior high and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET (Item 21-18)

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the junior high and lists food totals. The school maintains the inventory and submits to the district office at the end of each month a list of all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

MONTHLY SCHOOL LUNCH PAYMENT REPORT (Item 21-19)

This report documents monies collected for school lunches. The school collects money from students and teachers for meals eaten and deposits funds in school accounts. This report is submitted monthly with a check to the district for monies collected to the district's business administrator. It reports monies collected for school hot lunches served during the month and is used by the district to reconcile bank deposits. The report includes amounts collected from teachers and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

PRINCIPAL'S PERSONNEL EVALUATION RECORDS (Item 21-21)

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel files on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

RETENTION

Retain for 1 year after employee separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 10/99)

PUPIL TRANSPORTATION PERMISSION SLIP (Item 21-22)

This form documents parents or guardians consent for his/her student to ride a school bus during the school year to participate in curricular or extracurricular school activities. The form includes student's name, school's name, school year, date, parent's or guardian's signature

RETENTION

Retain for 1 year or until the resolution of any litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

PURCHASE ORDERS AND REQUISITION (Item 21-23)

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

RECEIPT BOOKS (Item 21-24)

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number and amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

REGISTRATION FEE REPORT

(Item 21-26)

This computer report serves as a billing for student fees. A copy of the student's schedule is sent to the student during the summer to make any changes if necessary. Fees are published in the local newspaper at least three weeks before school starts. At registration, the student picks up their final schedule stamped with the fees owed. A stamped copy of the report is given to the student as a receipt when fees are paid. It is used to verify fees paid and deposited. The report includes student's name and identification number, grade, sex, fee description, amount, totals, and date paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

RENTAL AND FACILITY SUPERVISION REPORT

(Item 21-25)

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes. It includes the school name, month and year, name of organization (or person) using facility, date used, facility used, total hours used, fees collected, other monies collected, total time spent by supervisor, and principal's signature. It includes an application and agreement for the use of school buildings and property. It is used by persons/organizations requesting use of school buildings. If request is granted a contract is signed between parties and fees are paid.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

SAFETY SELF-INSPECTION REPORT (Item 21-27)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of Risk Management. There are six separate survey forms including the general survey, cafeteria/kitchen survey, athletic program survey, science laboratory survey, workshop survey, and vehicle maintenance survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Division of Risk Management for evaluation by April 1st of each year. These survey forms include district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHOOL HANDBOOK (Item 21-28)

This handbook is an annual publication describing current school information. It is used for reference purposes. It includes a brief history of the school, student association constitution, school and district calendars, listings of student officers and teachers, school policies, and a student directory.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

SCHOOL HISTORIES (Item 21-29)

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHOOL NEWSPAPERS (Item 21-30)

This is the school newspaper that reports on students, teachers, and school activities. It is compiled by the newspaper staff with the assistance of teacher advisors. Articles and photographs concerning the students, teachers and other school personnel, the school, and may include some coverage of local, national, and international events of interest to its readers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHOOL'S ACCOUNTS PAYABLE (Item 21-31)

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Record copy: Retain for 4 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

SPECIAL EDUCATION STUDENT RECORDS (Item 21-32)

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300.300 (1997)).

RETENTION

Retain until student leaves middle school/junior high and then transfer complete record to transferring school; records of students no longer receiving services are sent to the district office.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 300.562 (1997); 34 CFR 99 (1997).

(Approved 10/99)

STUDENT CUMULATIVE RECORDS (Item 21-33)

These are records maintained in the school's office on all enrolled students. They are used to document students' participation in school. They include test scores, immunization record, eye testing, grades and credits earned, and all pertinent information on the student.

RETENTION

Retain until student leaves school and then transfer to the high school or to transferred junior high school.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1997).

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

STUDENT DISCIPLINE FILES (Item 21-34)

These are files maintained by the vice-principal or counselors on students who have misbehaved in class or on the school grounds. The files include notes, teachers' reports, memoranda, standard violation tickets, reprimands, related correspondence, individual progress reports, and student counseling reports.

RETENTION

Retain until student leaves school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

STUDENT INFORMATION CARD (Item 21-35)

These cards are completed by the parents or guardians of each middle school student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, father's name and work telephone number; mother's name and work telephone number; indication with whom the student lives; name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number; whether the student has any special medical concerns; and a signed statement notifying parent/guardian that the school has a closed campus and student cannot be released without custodial parent's/guardian written consent.

RETENTION

Retain until superseded or until end of school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

STUDENT INJURY REPORT

(Item 21-36)

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's/guardian's name, district name and number, school name and number, student's sex, birthdate, grade, accident's date and time, number of days absent, action taken by school and parent/guardian, nature of injury, area affected, contributing factors, period, surface, location, activity, equipment, injury description, signature of person making report, title code, and principal's signature. A copy may also be sent to the district office. The state's copy is retained for five years.

RETENTION

Retain for 7 years or until 2 years after resolution of any claim or litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

STUDENT MEMBERSHIP SUMMARY REPORT (STUDENT INFORMATION SYSTEM)

(Item 21-37)

This computer report is required to be completed on student enrollment as of October 1 of each year to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program and submit a report to the district office. The report includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

STUDENT REGISTRATION RECORDS (Item 21-38)

These forms are completed for all enrolled students registering for specific classes. They are used to notify students of course requirements and to register for specific classes. The forms include grade, student's name, parent's/guardian's signature, birthdate, sex, and address and telephone number, course requirements for grade level, listings of courses (required, resource, elective, etc.), and indication of class selections.

RETENTION

Retain for 1 year or until resolution of all litigation or conflicts, if not part of the cumulative folder, and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 10/99)

STUDENT REPORT CARDS (Item 21-39)

These cards document official term grades. They are sent at the end of each trimester/quarter. They are used for reference purpose. The report cards include student's name and identification number; grade level; school; district; school year; subject; teacher's name; period; grades for first, second, and third terms; current term's citizenship grade, days absent and tardy per period; term grade point average; parent's or guardian's name and address; and telephone numbers for parents/guardians to call for questions. The grades are recorded in the cumulative file.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

STUDENT WITHDRAWAL RECORDS

(Item 21-40)

This form documents student school transfer requests. After the form is submitted the school sends the student's records to the receiving school. A copy is given to the student. The form includes address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether fees paid, library books returned, cumulative folder completed; and if parent was given a copy of immunizations and academic progress.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

TIME AND ATTENDANCE REPORTS

(Item 21-20)

These report forms are completed and submitted to the district payroll office each pay period authorizing payments for services rendered. These records include a variety of report forms. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

TRANSPORTATION ALLOWANCE APPLICATION

(Item 21-41)

These application forms are completed by parents/guardians who must transport their student to and from school or the bus stop. Parents/guardians of pupils living two miles or more from their assigned school are eligible to be paid a transportation allowance when regular school transportation is unavailable under State guidelines. These forms include date, student's name, school, grade, parent's/guardian's name, telephone number, address, parent's/guardian's social security number, distance from home to school or distance from home to bus stop, school year covered, parent's/guardian's signature, district policy, and (if approved) indication of rate to be paid.

RETENTION

Record copy: Retain for 4 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: parent's/guardian's social security
number

(Approved 10/99)

SCHEDULE 21
JUNIOR HIGH/MIDDLE SCHOOL RECORDS

WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY OR ILLNESS (Item 21-42)

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related injury or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each secondary school completes and sends to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within seven days of the occurrence. The Commission maintains their copy for seven years. The school only maintains a reference copy.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 10/99)

YEARBOOKS (Item 21-43)

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 10/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

SCHEDULE 22
HIGH SCHOOL RECORDS

ACTIVITIES REPORT FILES (Item 22-1)

These reference files describe the school's special activities such as dances, tournaments, awards banquets, homecoming activities, school plays, workshops, and the annual prom. They are used by teachers and student committees as a planning tool. The files include receipts, programs, flyers, and an activity report which has a description of the activity, items purchased for the activity, amount of money spent, date and name of the event.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

ADMINISTRATIVE SUBJECT FILES (Item 22-4)

These are subject files maintained for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, and district memoranda, and instructions.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

ASBESTOS MANAGEMENT PLAN

(Item 22-2)

This management plan is required by 40 CFR 763.93 (1992) to be developed for each school on or before October 12, 1988. The management plan is required to be developed by an accredited management planner and to include the name and address of each school building. Also to include if the school building has damaged Asbestos Building Material (friable ACBM), nonfriable ACBM, friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1992)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibility has been or will be met (40 CFR 763.93(h) (1994)). A copy is submitted to the District Maintenance Department and the duplicate is retained by the school. Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1992)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1992)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1992)). The surveillance reports include district name, school, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

RETENTION

Retain until school vacated or closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

ATTENDANCE ROLLS

(Item 22-3)

These are the attendance rolls maintained by each teacher within the school. They are used to record student attendance. The rolls include school's name, year and term, teacher's name, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. Grades and credits are recorded in the official transcript. Attendance records have been automated and the use of attendance rolls have been discontinued.

RETENTION

Retain for 3 years and destroy, provided individual student record exists; permanent, if no official transcript exists.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

BANK STATEMENTS

(Item 22-6)

These are monthly statements showing the amount of money deposited to or withdrawn from the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

BUDGET EXPENDITURE REPORT

(Item 22-7)

This report form is used by the schools to track expenditures and for comparison with district reports. The district audits these records annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

BUS TRANSPORTATION REQUESTS

(Item 22-5)

This form is used to request buses for special activities and school trips. The school submits the form to the district's Transportation Department and retains a copy . These requests are submitted at least seven days prior to trip to allow for bus scheduling and driver assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, pick up points, name of person in charge, indication whether the school or district will pay all costs, the signatures of the principal, transportation director, and if necessary the superintendent.

RETENTION

Record copy: Retain for 2 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

CANCELLED CHECKS

(Item 22-8)

These are actual checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

CAREER LADDER FILES

(Item 22-9)

These files document the career ladder process at the high school. They are used by the school principal in reviewing the teachers' goals and accomplishments and to evaluate their teaching abilities. The school principal meets with each teacher on a regular basis to discuss their career ladder and teaching goals. These files include: the results of inventories taken on prerequisite skills, goals for the teachers and the school, various test results (including the California Achievement Test), teaching and observation results.

RETENTION

Retain for 3 years or until updated and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

COUNSELOR'S STUDENT FILES

(Item 22-11)

These are student files maintained by the school's counselors. They are used to become better acquainted with students and to better track their progress during the course of the school year. Although the files may vary somewhat between students, the files usually contain a student course credit summary, Academic Achievement Record, correspondence, test results, academic reports, notes from discussions with students, a locator card, class changes, and notes on disciplinary actions taken on students.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

DAILY ABSENCE REPORTS

(Item 22-12)

This is a daily computer printout listing the students who were absent. This printout is used to track students who were absent, particularly students with frequent absences. The printout contains the date, the student's name and number, home phone number, grade, sex, section number and description, and class periods that the student missed.

RETENTION

Retain for 1 year or as long as student is enrolled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

DISCIPLINE FILES

(Item 22-13)

These files are maintained by the attendance office or assistant principal on students who have had disciplinary problems. The files also contain reports, notes, correspondence, and memoranda. The files include: the student's name and home address; sex; grade; a disciplinary report (the report gives the reason for the disciplinary act taken against the student); notice of suspension; progress report on attendance and grades; contingency contract (an agreement between the student and high School that the student would follow certain rules in order to stay in the school); and student conference reports.

RETENTION

Retain for 1 year after student leaves school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1999).

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

FEE WAIVER RECORDS

(Item 22-16)

These records document the application and receipt of a waiver for the payment of student fees in accordance with UCA 53A-12-103 (1993). The application is sent to all students with a statement of fees owed as part of the registration process. Parents complete the application and submit it to the school. All fees are suspended until the school determines student's eligibility for fee waiver. If waiver is granted then a fee waiver statement is signed. The records include the application and the fee waiver statement. The application includes the student's name, date, parent's or guardian's name, reason for waiver; and indication of fees being requested to be waived (fee description and amount). The fee statement includes parent's or guardian's name, address, and telephone number; date; student's name and grade; fees being waived; total fees waived; parent's or guardian's signature; and administrator's signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

FINANCIAL REPORTS

(Item 22-14)

These computer reports are submitted to the district's business administrator. They are used for auditing purposes. The school balances their books monthly and then submits this report. This report includes a balance sheet showing assets, liabilities, trust funds, surplus, and totals; and an activity ledger showing account, beginning balances, receipts, disabilities, transfers, ending balances, and totals.

RETENTION

Record copy: Retain for 4 years and then destroy.

Duplicate copies: Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

FIXED ASSET REPORT

(Item 22-15)

This computer report is sent by the district to all schools in April as part of the final audit. It is used to determine the status of all high risk school property and other items worth more than \$500. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools in the fall. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

FOOD PRODUCTION

(Item 22-17)

This sheet is prepared daily by the school lunch manager for all meals served (lunch/breakfast). It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

FREE AND REDUCED MEALS APPLICATIONS (Item 22-18)

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

GENERAL LEDGERS (Item 22-19)

These books (or computer reports) are a summary of receipts and disbursements by account funds. They are maintained by the school treasurer. They include the source of income, amounts of credit and disbursements, totals, and remaining balances.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

GRADE SHEETS (Item 22-20)

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1998).

(Approved 12/99)

GRADUATION PROGRAMS (Item 22-10)

These are programs for high school graduations. The programs include high school, date, time and location of the commencement ceremonies, scheduled program, lists of honor graduates, and listing of all graduates.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 02/00)

HISTORIAN'S BOOKS (Item 22-22)

These books document the events of the year. They are compiled by the school's historian. There is a separate book for each school year. The books contain photographs; newspaper articles; programs for special programs and events; the school newspaper; and short written descriptions of special school activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

HOME EXCUSE FILE (Item 22-21)

This is a file of permission slips or "passes" that allow the student to leave school during school hours. This pass is usually given if the student is ill or has a doctor's appointment. The slip contains the student's name, date, time to be excused, course or courses to be excused, name of school personnel issuing, parents'/guardian's remarks and their signature.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

LITERARY PUBLICATIONS (Item 22-23)

These literary publications are published by individual schools to showcase student's literary talents. The booklets include student's poems, short stories, and usually include student illustrations.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

LOCATOR CARDS (Item 22-24)

This is a card file or automated system used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers, and teacher's name.

RETENTION

Retain for 1 year or until end of school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1998).

(Approved 12/99)

MAINTENANCE WORK ORDERS (Item 22-25)

This form is used to request maintenance and repair of school equipment or buildings. A copy is retained by the school and a copy is submitted to the Maintenance Department. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing form, and date.

RETENTION

Record copy: Retain for 4 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

MEALS SERVED

(Item 22-26)

This monthly sheet records daily meals served. It contains a breakdown of a "la carte" items, snacks, milk and meals served by category (free, reduced, paid, adult). Information is added daily and the sheet is sent to the district office at the end of each month with a summarized cover sheet.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

MEDICATION AUTHORIZATION AND DISPENSING RECORD

(Item 22-27)

These records document the authorization of school personnel to administer the actual dispensing of prescribed medication during the school day. "A public or private school . . . may provide for the administration of medication to any student of the school" subject to conditions specified by UCA 53A-11-601(1) (1998).

"Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule for administration and a statement that administration of medication by school employee is . . . medically necessary" (UCA 53A-11-601(b) (1998)). These records include an authorization form and a dispensing log.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET (Item 22-28)

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the elementary school and lists food totals. The school maintains the inventory and submits it to the district office at the end of each month listing all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

MONTHLY SCHOOL LUNCH PAYMENT RECORD (Item 22-29)

This report documents monies collected for school lunches. The school collects money from students and teachers for meals eaten and deposits funds in school accounts. This report is submitted monthly with a check to the district for monies collected to the district's business administrator. It reports monies collected for school hot lunches served during the month and is used by the district to reconcile bank deposits. The report includes amounts collected from teacher's and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

OFFICIAL TRANSCRIPTS

(Item 22-30)

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain student's name, address, birthdate, names of parents/guardians , lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1998).

(Approved 12/99)

PRINCIPAL'S PERSONNEL AND EVALUATION RECORDS

(Item 22-31)

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel files on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

RETENTION

Record copy: Retain for 53 years and then destroy.
Duplicate copies: Retain until teacher leaves school and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

PUPIL TRANSPORTATION PERMISSION SLIP (Item 22-32)

This slip documents parents or guardians consent for his/her student to ride a school bus during the school year to participate in curricular or extracurricular school activities. The information includes student's name, school's name, school year, date, parent's or guardian's signature.

RETENTION

Retain for 1 year or until the resolution of any litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

PURCHASE ORDERS AND REQUISITION RECORDS (Item 22-33)

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

RECEIPT BOOKS (Item 22-35)

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number and amount paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

REGISTRATION FEE REPORT

(Item 22-36)

This computer report serves as a billing for student fees. A copy of the student's schedule is sent to the student during the summer to make any changes if necessary. Fees are published in the local newspaper at least three weeks before school starts. At registration, the student picks up their final schedule stamped with the fees owed. A stamped copy of the report is given to the student as a receipt when fees are paid. It is used to verify fees paid and deposited. The report includes student's name and identification number, grade, sex, fee description, amount, totals, and date paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

RENTAL AND FACILITY SUPERVISION REPORT

(Item 22-34)

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes. The building rental and supervision report includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. The application and agreement requests the use of school property and is completed by persons/organizations requesting use of school buildings. It is used to obtain approval for school rentals. If approval is granted the contract is signed between parties and fees are paid.

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

SAFETY SELF-INSPECTION REPORTS

(Item 22-37)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of Risk Management. There are six separate survey forms including the general survey, cafeteria/kitchen survey, athletic program survey, science laboratory survey, workshop survey, and vehicle maintenance survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms include district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHOOL HANDBOOK

(Item 22-38)

This handbook is an annual publication describing current school information. It is used for reference purposes. It includes a brief history of the school, student association constitution, school and district calendars, listings of student officers and teachers, school policies, and a student directory.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

SCHOOL HISTORIES (Item 22-39)

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHOOL NEWSPAPERS (Item 22-40)

This is the school newspaper that reports on students, teachers, and school activities. It is compiled by the newspaper staff with the assistance of teacher advisors. Articles and photographs concerning the students, teachers and other school personnel, the school, and may include some coverage of local, national, and international events of interest to its readers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHOOL'S ACCOUNTS PAYABLE (Item 22-41)

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

SCRAPBOOKS

(Item 22-50)

These are scrapbooks that were compiled by various school clubs and organizations. The scrapbooks contain photographs, newspaper articles, program flyers, brochures, and other memorabilia.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SPECIAL EDUCATION STUDENT RECORDS

(Item 22-42)

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300.300 (1997)).

RETENTION

Retain until student leaves or graduates from high school and then send to the district office.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 300.562 (199?).

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

STUDENT CLASS SCHEDULES (Item 22-51)

These are copies of individual student class schedules. They are used to direct the student to the assigned classes. The class schedule includes the student's name, student number, sex, age, grade, birth date, address, home phone, parent or guardian, locker number, description of the various courses, class times, and teachers' names.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

STUDENT CUMULATIVE RECORDS (Item 22-43)

These are records maintained in the school's office on all enrolled students. They are used to document students' participation in school. They include test scores, immunization record, eye testing, and all pertinent information on the student.

RETENTION

Retain for 3 years after graduation or student leaves school and then destroy, provided Official Transcript has been pulled and retained.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99 (1997).

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

STUDENT EXECUTIVE BOARD MINUTES (Item 22-44)

These minutes are of regular and special meetings of the Student Executive Board or Student Council. The minutes concern school activities and other school events. They include dates, times, meeting location, members in attendance and absent, summary of proceedings including votes taken, and time adjourned.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

STUDENT INFORMATION CARD (Item 22-45)

These cards are completed by the parents or guardians of each high school student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, father's name and work telephone number; mother's name and work telephone number; indication with whom the student lives; name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number; whether the student has any special medical concerns; and a signed statement notifying parent/guardian that the school either has a closed or open campus. If campus is closed, student cannot be released without custodial parent's written consent.

RETENTION

Retain until superseded or until end of school year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

STUDENT INJURY REPORT

(Item 22-46)

This report is completed by school personnel immediately after a severe student injury and copies are then submitted to the district office and the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, school name and number, student's sex, birthdate, grade, accident's date and time, number of days absent, action taken by school/guardian and parent, nature of injury, area affected, contributing factors, period, surface, location, activity, equipment, injury description, signature of person making report, title code, and principal's signature. The state's copy is retained for five years.

RETENTION

Retain for 4 years or until 2 years after resolution of any claim or litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

STUDENT MEMBERSHIP SUMMARY REPORT

(Item 22-52)

This computer report is required to be completed on student enrollment as of October 1 to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program and submit a report to the district office. The report includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

STUDENT REGISTRATION RECORDS (Item 22-47)

These forms are completed for all enrolled students registering for specific classes. They are used to notify students of course requirements and to register for specific classes. The forms include grade, student's name, parent's signature, birthdate, sex, and address and telephone number, course requirements for grade level, listings of courses (required, resource, elective, etc.), and indication of class selections.

RETENTION

Retain for 1 year or until resolution of all litigation or conflicts and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: 34 CFR 99.

(Approved 12/99)

STUDENT REPORT CARDS (Item 22-48)

These cards document official term grades. They are sent at the end of each trimester/quarter. They are used for reference purpose. The report cards include student's name and identification number; grade level; school; district; school year; subject; teacher's name; period; grades for first, second, and third term and fourth (if quarter) grades; current term's citizenship grade, days absent and tardy per period; term grade point average; parent's or guardian's name and address; and a telephone number for parents to call for questions. Official grades are recorded in the cumulative files.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

STUDENT WITHDRAWAL RECORDS

(Item 22-49)

This form documents student school transfer requests. After the form is submitted the school sends the student's records to the receiving school. A copy is given to the student. The form includes address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, sex; parent's/guardian name and new address; new school; whether student is receiving additional school services; indication whether fees are paid, library books returned, cumulative folder completed; and if parent/guardian was given a copy of immunizations and academic progress.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

TIME AND ATTENDANCE REPORTS

(Item 22-53)

These report forms are completed and submitted to the district payroll office each pay period authorizing payments for services rendered. These records include a variety of report forms. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b)

(Approved 12/99)

SCHEDULE 22
HIGH SCHOOL RECORDS

TRANSPORTATION ALLOWANCE APPLICATIONS (Item 22-54)

These applications are completed by parents/guardian who must transport their student to and from school or the bus stop. Parents/guardians of pupils living two miles or more from their assigned school are eligible to be paid a transportation allowance when regular school transportation is unavailable under State guidelines. These forms include date, student's name, school, grade, parent's/guardian's name, telephone number, address, parent's social security number, distance from home to school or distance from home to bus stop, school year covered, parent's/guardian's signature, district policy, and (if approved) indication of rate to be paid.

RETENTION

Record copy: Retain for 4 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: parent's/guardian's social security
number

SCHEDULE 22
HIGH SCHOOL RECORDS

WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY (Item 22-55)

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related fatality or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each secondary school completes and sends to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1998). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within seven days of the occurrence. The Commission maintains their copy for seven years. Schools usually retain only a copy of the report.

RETENTION

Record copy: Retain for 3 years and then destroy.
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/99)

YEARBOOKS (Item 22-56)

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/99)